

Agenda
Governing School Board
Wednesday, April 5, 2023 4:00 p.m.
Office, Kashia School District

1. Call to Order Board and Staff/Establishment of Quorum

Glenda Antone	_____	Greg Medici	_____
Coleen McCloud	_____	Dan Blake	_____
Rick Parrish	_____	Patti Pomplin	_____

2. Approval of Agenda

3. Public Comment on Non Agenda Items (Limit 5 Minutes)

4. Communications

- 4.1 2023-24 Impact Grant Application
- 4.2 2021-22 SCOE Expenditure per ADA Report
- 4.3 2022-23 Literacy Coaches and Reading Specialists Grant

5. Consent Agenda

- 5.1 Approve March 8, 2023 Meeting Minutes
- 5.2 Approve March Vendor Warrants
- 5.3 Approve January through March 2023 Williams Quarterly Report

6. Reports and Communications

- 6.1 Governing Board Members
- 6.2 Superintendent
- 6.3 Business Manager
- 6.4 PTO

7. Items Scheduled for Information and Discussion

- 7.1 School Cameras - Update
 - 7.2 Second Reading Board Policies
 - BP 4117.13 Early Retirement Option
 - AR 4117.14 Postretirement Employment
 - BP 4119.42 Exposure Control Plan for Bloodborne Pathogens
 - AR 4119.42 Exposure Control Plan for Bloodborne Pathogens
 - E 4119.42 Exposure Control Plan for Bloodborne Pathogens
 - BP 4119.43 Universal Precautions
 - AR 4119.43 Universal Precautions
 - BP 4131 Staff Development
 - BP 4131.1 Beginning Teacher Support/Induction
 - BP 4135 Soliciting and Selling
 - BP 4136 Nonschool Employment
 - BP 4138 Mentor Teachers
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Kashia School District

31510 Skaggs Spring Road
P.O. Box 129 Stewarts Point, CA 95480
707-785-9682 phone 707-785-2802 fax

- 7.3 Review Local School Calendars for 2023-24
- 7.4 Review Tentative 2023-24 Budget
- 7.5 Review One Time Funding & Approved Expenditures
- 7.6 Review Possible Superintendent/Principal Salary Schedule and Job Description
- 7.7 Review 2023-24 Classified Salary Schedules
- 7.8 Discuss Maintenance Updates
- 7.9 Discuss Possibility of Purchasing a SMART Board for the Classroom
- 7.10 Enrollment and ADA (Average Daily Attendance) – Implications for Lapsation
- 7.11 RESIG Inspection Findings Report
- 7.12 CDE Affordable Connectivity Program

8. Items Scheduled for Discussion and Action

- 8.1 Approve 2023-24 Certificated Salary Schedule with 6.56% COLA
- 8.2 Approve Teacherage Agreement
- 8.3 Kashia & SCOE Contract – Personnel Coverage for Remainder of 2022-23 and 2023-24 School Year
- 8.4 Kashia Employee/Vendor/Contractor Coverage & Vacancies for Remainder of 2022-23 and Needs for 2023-24 School Year

8 Items Scheduled for Future Board Meetings

- 8.2 Board Policies
- 8.3 Budget Updates
- 8.4 Preliminary 2023-24 Budget
- 8.5 LCAP
- 8.6 2023-24 Calendar
- 8.7 Quarterly Uniform Complaints Report
- 8.8 2023-24 Staffing

9 Adjournment

Next Regular Meeting
Wednesday, May 10, 2023

1/31/2023

PDF Print for Application 7003 - Number. 20718

LEA Information

Name: Kashia School District

Impact Aid Number: 140905

Reference Number: CA-39-140905

Application Number: 20718

Late: No

Version: 1

Address: 31510 Skaggs Springs Road, Stewarts Point, CA 95480

County(ies): Sonoma

Application Year: 2024

Charter School: No

PR Award Number: S041B 20240878

New or Non-Continuing: No

7003 (b)(2) Applicant: Yes

Contact Info

Title: Superintendent

Name: Mr. Tami Bell

Email Address: tbell@scoe.org

Phone Number: 707-785-9682

Extension:

Fax Number: 707-785-2802

Membership and ADA

First Day of School: 8/17/2022

Survey Date: 1/30/2023

Second Survey Date:

Housing Renovation: No

Housing Contact:

Email:

Phone:

Attendance Ratio Type: State Average Attendance Ratio

Attendance Ratio: 0.95633

Average Daily Attendance: 7.65064

Number of Sampled Days:

Average Daily Attendance Report: Document not provided

School Calendar: Document not provided

Include Summer School: No

Number of Regular School Days:

Total Hours of Summer School Attendance:

Membership

Students	Preceding Year	Current Year

In Schools of the Applicant's District	16	8
For whom tuition is received	0	0
Subtotal	16	8
For whom tuition was paid	0	0
For whom the applicant school district provided free public elementary or secondary education	16	8

How did you collect information on the federally connected children in membership?: Source Check Forms

Expenditures for CWD

Total Additional Expenditures: \$0.00

Total State Aid for All Current Operating Expenditures: \$0.00

Total State Aid for Children with Disabilities: \$0.00

Total Funds for Part B of the Individuals with Disabilities Education Act: \$0.00

Other Sources of Aid Received for Children with Disabilities: \$0.00

Total Membership Enrolled in State-Approved Education Programs for All Children with Disabilities: \$4.00

Fiscal Report on Expenditures of All Construction-Related Funds and Accounts

Opening Balance for All Construction-Related Funds or Accounts: \$0.00

Section 7007 Payment: \$0.00

Other Receipts: \$0.00

Transfers In: \$0.00

Transfers Out: \$0.00

Non-Construction-Related Expenditures: \$0.00

Total Expenditures for Construction or Renovation: \$0.00

Total Expenditures for Debt Service: \$0.00

Closing Balance for all Construction-Related Funds or Accounts: \$0.00

Report on Condition of Facilities: Good

Children who attend schools owned by the U.S. Department of Education

Name of School Building Owned by the U.S. Department of Education	Total Number of Children Enrolled in This Building on Survey Date on Cover Page	Total number of children enrolled in this building on the survey date who live on Federal Lands, whose parents are members of the US Uniformed Services, and who are claimed on this application	Total number of children enrolled in this building on the survey date who DO NOT live on Federal Lands, whose parents are members of the US Uniformed Services, and who are claimed on this application
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Live-On Work-On

Child Category	Property	Property Address	Total Children
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Foreign Military

Property	Property Address	Total Children	Children with Disabilities
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Uniformed Services Live-On

Property	Property Address	Total Children	Children with Disabilities
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Indian Lands

Property	Property Address	Total Children	Children with Disabilities
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Stewart Point (Kashia) Resv- Individual	Trust Props Approved From Fy 1993 Appl, xxxx, California	8	4
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Uniformed Services Live-Off

Total Children	Children with Disabilites
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Foreign Military Live-Off

Total Children	Children with Disabilites
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Low Rent Housing

Property	Property Address	Total Children
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Live On Only

Property	Property Address	Total Children
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Work-On Only

Property	Property Address	Total Children
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Notes

Statements:

7003 Assurances, Certifications and Signing Statement

I certify that I have read the statements contained in this application and that these statements and all of the data included in this application are, to the best of my knowledge and belief, true, complete, and correct. I certify that I am authorized to make the representations and commitments in this application, for and on behalf of the applicant and otherwise to act as the applicant's authorized representative in submitting this application for funding under section 7003 of the Impact Aid Program (Title VII of the Elementary and Secondary Education Act). I declare that the applicant will mail a complete copy of this application to the SEA at the same time that it submits this application to the U.S. Department of Education.

General Assurances - Non-Construction Programs

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non- Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88- 352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681- 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis- Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327- 333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood

hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

16. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, 'Audits of States, Local Governments, and Non-Profit Organizations.'

17. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

Assurances - Impact Aid Programs

The LEA further assures that:

1. It is a local educational agency that was created and authorized to operate schools, has administrative control and direction of free public education in the school districts, and that it may legally accept and disburse Federal funds to aid in financing its expenditures

2. It will comply with all applicable statutes, regulations, and requirements concerning this grant, including requirements of the Impact Aid law (Title VII of the ESEA), the program regulations (34 CFR Part 222), and program administrative requirements;

3. It will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for any Impact Aid payments received for federally connected children with disabilities claimed on Tables 1 and 2, and will use those funds to provide a free appropriate public education to those children in accordance with the Individuals with Disabilities Education Act (IDEA) (20 U.S.C., 1400 et seq.). The special education programs provided to the children with disabilities claimed in this application conform to the policies, procedures and requirements of the (IDEA);

4. For any children claimed who reside on eligible Indian lands, policies and procedures have been established as required by section 7004 of the Impact Aid law, and have been adequately disseminated to the tribes and parents of children residing on eligible Indian lands. A copy of the current policies and procedures or a waiver statement from the local Indian tribe(s) is attached (see instructions for further information);

5. Any LEA claiming children residing on Indian lands will provide written responses to comments, concerns and recommendations received from tribal leaders and parents of Indian children through the Indian policies and procedures consultation process and will disseminate these responses to tribal leaders and parents of Indian children prior to the submission of their Impact Aid application; and

6. It is hereby advised that, under section 7011 of the Impact Aid law, it is entitled to request an administrative hearing on, and/or review or reconsideration of, any action of the Department under the Impact Aid law that adversely affects or aggrieves the applicant; any such requests are governed by the regulations in 34 CFR Part 222, Subpart J, except for requests for hearings concerning Indian policies and procedures, tribal complaints, and withholdings that are governed by the regulations at 34 CFR Part 222, Subpart G. Any request for a hearing, review or reconsideration under 34 CFR Part 222, Subpart J, must be made in writing and submitted within 60 calendar days from the date of the applicant's notice (receipt) of the adverse action to: Director, Impact Aid Program, United States Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-6244.

Certifications Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements. The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that: If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I have reviewed the Impact Aid application and the certifications and assurances on this page, and I am ready to sign and submit the application on behalf of my LEA.

Signed by Patti Pomplin
Signed on 1/31/2023

Submitted on 1/31/2023

Sonoma County School Districts and Internal Charters
Total Current Expense and Total Expenditures per ADA: 2021-2022
Ascending Order: Least to Greatest

School District	P-2 ADA	Total Current Expense	Total Expenditures	Total Current Expense by ADA	Total Expenditures per ADA
Waugh	754	\$ 9,516,822	\$ 9,640,319	\$ 12,629	\$ 12,793
Wilmar	204	\$ 2,812,255	\$ 2,812,255	\$ 13,783	\$ 13,783
Bennett Valley	901	\$ 12,256,220	\$ 12,712,062	\$ 13,604	\$ 14,109
Dunham* (see additional note+)	138	\$ 2,069,342	\$ 2,069,342	\$ 14,951	\$ 14,951
Cloverdale	1,191	\$ 18,316,235	\$ 18,395,422	\$ 15,377	\$ 15,443
Cotati-Rohnert Park	5,184	\$ 81,172,011	\$ 81,404,293	\$ 15,658	\$ 15,702
Petaluma* (see additional note+)	6,619	\$ 101,711,861	\$ 105,523,281	\$ 15,368	\$ 15,944
West Side	134	\$ 2,160,513	\$ 2,185,892	\$ 16,129	\$ 16,319
Gravenstein* (see additional note+)	712	\$ 10,637,751	\$ 11,691,478	\$ 14,943	\$ 16,423
Liberty* (see additional note+)	201	\$ 3,312,305	\$ 3,312,305	\$ 16,505	\$ 16,505
Oak Grove* (see additional note+)	759	\$ 12,584,836	\$ 12,599,789	\$ 16,590	\$ 16,609
Old Adobe* (see additional note+)	1,656	\$ 27,471,017	\$ 27,636,434	\$ 16,592	\$ 16,692
Mark West* (see additional note+)	1,075	\$ 18,342,637	\$ 18,342,637	\$ 17,064	\$ 17,064
Two Rock	126	\$ 2,150,308	\$ 2,156,162	\$ 17,036	\$ 17,083
Windsor	3,189	\$ 52,163,240	\$ 54,477,948	\$ 16,359	\$ 17,085
Piner-Olivet* (see additional note+)	823	\$ 14,454,431	\$ 14,454,431	\$ 17,566	\$ 17,566
Santa Rosa	11,854	\$ 212,169,747	\$ 212,029,599	\$ 17,898	\$ 17,886
Twin Hills* (see additional note+)	483	\$ 8,627,082	\$ 8,687,141	\$ 17,864	\$ 17,989
Rincon Valley* (see additional note+)	2,434	\$ 43,996,771	\$ 44,538,714	\$ 18,075	\$ 18,298
Cinnabar* (see additional note+)	198	\$ 3,640,931	\$ 3,654,170	\$ 18,408	\$ 18,475
Wright* (see additional note+)	1,133	\$ 21,294,268	\$ 21,323,554	\$ 18,798	\$ 18,824
Sebastopol	404	\$ 7,812,882	\$ 7,806,332	\$ 19,332	\$ 19,316
West Sonoma County Union	1,472	\$ 29,174,255	\$ 29,254,947	\$ 19,816	\$ 19,871
Bellevue	1,303	\$ 25,985,376	\$ 25,931,932	\$ 19,942	\$ 19,901
Sonoma Valley	2,979	\$ 69,763,639	\$ 70,680,816	\$ 23,420	\$ 23,728
Forestville * (see additional note+)	216	\$ 5,269,548	\$ 5,269,548	\$ 24,387	\$ 24,387
Healdsburg	1,152	\$ 29,376,385	\$ 29,613,757	\$ 25,503	\$ 25,709
Geyserville	178	\$ 4,455,917	\$ 4,622,241	\$ 25,022	\$ 25,956
Alexander Valley	107	\$ 2,779,978	\$ 2,779,978	\$ 25,969	\$ 25,969
Monte Rio	59	\$ 1,633,423	\$ 1,633,423	\$ 27,685	\$ 27,685
Guerneville* (see additional note+)	196	\$ 5,698,782	\$ 5,814,255	\$ 29,055	\$ 29,643
Kenwood	106	\$ 3,212,000	\$ 3,216,115	\$ 30,319	\$ 30,358
Roseland**	1,324	\$ 39,841,485	\$ 40,480,531	\$ 30,089	\$ 30,572
Harmony* (see additional note+)	167	\$ 5,245,521	\$ 5,253,600	\$ 31,367	\$ 31,415
Kashia	50	\$ 2,117,009	\$ 2,250,026	\$ 42,340	\$ 45,001
Montgomery	16	\$ 762,698	\$ 763,256	\$ 47,373	\$ 47,407
Horicon	8	\$ 386,141	\$ 395,037	\$ 50,213	\$ 51,370
Fort Ross	10	\$ 722,520	\$ 724,436	\$ 73,278	\$ 73,472



[Home](#) / [Finance & Grants](#) / [Funding](#) / [Funding Profile \(ID 5896\)](#)

Literacy Coaches and Reading Specialists Grant Program, FY 2022-23

NOTE: The application due date for this program has passed.

Funding Description

Funding for county offices of education, school districts, and charter schools to develop school literacy programs, employ and train literacy coaches and reading and literacy specialists, and develop and implement interventions for pupils in need of targeted literacy support. For purposes of allocations and apportionments, a locally funded charter school is included with the chartering authority.

Eligibility

Eligible Applicants

Local educational agencies

Required Eligibility Criteria

To be eligible for funding an elementary schoolsite, operated by a local educational agency, must have an unduplicated pupil percentage of 97 percent or greater for kindergarten and grades 1 to 3 as of the 2021-22 California Longitudinal Pupil Achievement Data System (CALPADS) Fall 1 Certification.

Other Eligibility Considerations

Local Educational Agencies (LEAs) have a deadline of September 30, 2022, to opt out of the program for one or more eligible schoolsites. Participating LEAs are required to report to the California Department of Education (CDE) by June 30, 2027 how funds were used. A report template will be available by December 31, 2022.

Eligible Grade Level(s)

K, 1, 2, 3

Eligible Age Level(s)

Not applicable

Funding

Legal Authority

Section 137 of Assembly Bill 181 (Ch. 52, 2022)

Source / Type

State / Apportionment

State Fiscal Year

2022-23

SACS Resource / Revenue Codes

6211 / 8590

Total Available

\$225,000,000

Recipient Amount

See Allocation Formula

Match Requirement

No

Allocation Formula

Funds are allocated on a per pupil basis using schoolsite enrollment as of the 2021-22 CALPADS Fall 1 Certification for kindergarten and grades 1 to 3; a local educational agency shall receive no less than \$450,000 per eligible schoolsite.

Important Dates

Date Application Available

Unavailable

Due Date

September 30, 2022

Expected Notification Date

September 1, 2022

Additional Information**Application**

Unavailable

Background

Unavailable

Fiscal

Unavailable

Funding ResultsRes-22: Literacy Coaches [<http://www.cde.ca.gov/fg/fo/r14/litcoaches22result.asp>]**Other**

Unavailable

Contacts**Program**Professional Learning Innovations Office, PLIO@cde.ca.gov**Fiscal**Categorical Allocations and Audit Resolution Office, CAAR@cde.ca.gov**Division**

School Fiscal Services Division

Last Modified: September 8, 2022

Kashia School District
Minutes
Board Meeting, March 8, 2023

1. Meeting called to order at 4:12 by Board President Glenda Antone
Roll Call: Trustee Glenda Antone, Trustee Rick Parrish (by phone), Trustee Coleen McCloud
Staff: Tami Bell, Patti Pomplin
2. Approval of Agenda: Moved by Trustee Parrish, seconded by Trustee McCloud and passed unanimously by the Board to approve the agenda as presented.
3. Public Comment on Non Agenda Items – None
4. Communication
 - 4.1 Legal Update for Brown Act Virtual Meetings Reviewed
5. Consent Agenda
Moved by Trustee Antone, seconded by Trustee Parrish and passed unanimously by the Board to approve the consent agenda as presented.
 - 5.1 Approve February 8, 2023 \$ February 27, 2023 Special Meeting Minutes
 - 5.2 Approve February Vendor Warrants
6. Reports and Communications
 - 6.1 Governing Board – None
 - 6.2 Superintendent – signed contract for Special Ed services; Mehl's Electric putting together an estimate for school generators estimated to be \$25,000; gutters need to be cleaned and moved away from the buildings to drain better; possible leak in classroom; Quan removed trees, need to talk to Tribe about branches by fence; would like a closed session in April to talk about the teacher and the SCOE evaluation.
 - 6.3 Business Manager – Impact Grant application for 2023-24 submitted; \$450,000 Literary Grant received.
 - 6.4 PTO – Planning field trips to Alcatraz/discovery museum/CA Academy of Science in April and the Monterey Bay Aquarium in June.
7. Items Scheduled for Information and Discussion
 - 7.1 School Cameras
Trustee Antone thought the camera's on campus only needed new batteries to work and she new where to find the password for them to be usable.
 - 7.2 First Reading Board Policies
 - BP 4117.13 Early Retirement Option
 - AR 4117.14 Postretirement Employment
 - BP 4119.42 Exposure Control Plan for Bloodborne Pathogens
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 - E 4119.42 Exposure Control Plan for Bloodborne Pathogens
 - BP 4119.43 Universal Precautions
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 - BP 4131 Staff Development
 - BP 4131.1 Beginning Teacher Support/Induction
 - BP 4135 Soliciting and Selling
 - BP 4136 Nonschool Employment
 - BP 4138 Mentor Teachers

8. Items Scheduled for Discussion and Action

8.1 Approved the 2021-22 Certification of Corrective Action for Audit Finding

Moved by Trustee McCloud, seconded by Trustee Parrish and passed unanimously by the board to approve the corrective action as presented.

8.2 Approve Layoff/Non-Reelection Notification

Not needed.

8.3 Approved Budget Updates

Moved by Trustee McCloud, seconded by Trustee Parrish and passed unanimously by the board to approve the budget updates as presented.

8.4 Approved Second Interim Report

Moved by Trustee McCloud, seconded by Trustee Parrish and passed unanimously by the board to approve the 2nd Interim Report as presented.

8.5 Approved Contract with Unique Communications Assessment Results for Education

Moved by Trustee Parrish, seconded by Trustee McCloud and passed unanimously by the board to approve the contract for Special Ed services through the remainder of the 2022-23 school year.

9. Items Scheduled for Future Board Meetings.

9.1 Board Policies

9.2 Budget Updates

9.3 Tentative 2023-24 Budget

9.4 LCAP

9.5 2023-24 School Calendar

9.6 Williams Uniform Complaint Report

10. Meeting Adjourned at 5:18

Next Regular Meeting
Wednesday, April 5, 2023

Respectfully submitted: Patti Pomplin

Signed: _____
Rick Parrish, Clerk

Checks Dated 03/01/2023 through 03/31/2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1947663	03/01/2023	Frontier Communications	01-5911	70778596821013815		262.56
1947664	03/01/2023	Hillyard	01-4353	towel dispenser		80.49
1947665	03/01/2023	Martin's Mowing	01-5800	weat eat, mow, dump run, clean up		3,702.50
1947666	03/01/2023	Sonoma County Office Of Ed	01-5838	District Administrator		13,903.83
1947667	03/01/2023	Sonoma-3871	01-5560	compost	29.55	
				yard waste	42.36	
				february meals		71.91
1949133	03/08/2023	Francis K Macias	01-5800			144.00
1949134	03/08/2023	Hillyard	01-4353	paper towels		139.28
1949135	03/08/2023	Pacific Gas & Electric	01-5520	28343238771		211.76
1949136	03/08/2023	Patti Pomplin	01-4310	books	59.51	
			01-4350	office key box	37.92	
			01-4353	vacuum - extension cords - hooks - garden	337.80	
1950752	03/15/2023	Ally Technology Consulting	01-5840	adjusted through year end		435.23
1950753	03/15/2023	Hillyard	01-4353	mirror		235.00
1950754	03/15/2023	Laura Rohrman	01-4310	tpt	4.00	
			01-4700	pizza food	256.04	
			01-5201	fingerprinting		85.25
1950755	03/15/2023	Coleen McCloud	01-5520	93967066411	60.83	
1950756	03/15/2023	Pacific Gas & Electric		94383733055	88.04	
			01-4310	books		148.87
1950757	03/15/2023	Patti Pomplin	01-4353	emergency phone	12.92	
			01-5560	1812654333	43.37	
1950758	03/15/2023	Recology Sonoma Marin	01-4353	keys		56.29
1952141	03/22/2023	Laura Rohrman	01-5800	account #9530		211.45
1952142	03/22/2023	NSCAPSD	01-4310	headphones		48.88
1952143	03/22/2023	Patti Pomplin				75.00
						149.67
Total Number of Checks					19	20,366.43

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	19	20,366.43
Total Number of Checks		19	20,366.43
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			20,366.43

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

046 - Kashia

Generated for Patti Pomplin (PPOMPLIN), Mar 27 2023 7:38AM

Item 7.1
School Cameras

The cameras located on the outside of the buildings need 2 AA batteries, which have been ordered and are easily replaced. The password has not been located, and Joseph stated he no longer has this information.

No further action with Ally Tech has been taken.

Going back through financial records as far as 2016-17, the vendor for this purchase was not located. All accounts payable records are located at Kashia in the locked back room for further investigation, should the board decide to see if the original vendor has a process to reset the password for the current cameras.

Kashia ESD

Board Policy

Early Retirement Option

BP 4117.13

Personnel

When it is beneficial to the district, the Board of Trustees may offer certificated employees the option to retire early in accordance with law.

Two Years of Service Credit Retirement Incentive

As an incentive to early retirement for certificated employees participating in the State Teachers' Retirement System (STRS), the Board may offer such employees an additional two years of service credit. (Education Code 22714, 44929)

Before taking formal action to approve this service incentive, the Board shall determine that encouraging early retirement would be in the best interest of the district due to the curtailment of services or changes in the manner in which services are performed and that the retirement will result in a net savings to the district. The Board shall demonstrate and certify to the County Superintendent of Schools that the formal action taken would result in a net savings to the district. (Education Code 22714, 44929)

The Board may also consider the impact of the early retirement option on the staffing needs of the district school and the ability to satisfy federal requirements for highly qualified teachers pursuant to 20 USC 6319.

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

To be eligible for the two years of service credit option, the employee must have five or more years of service credit and must retire during a period of 60 to 120 days after the Board takes formal action to implement the option. (Education Code 22714)

In providing the early retirement option, the district shall meet all conditions as specified in Education Code 22714 and 44929.

Two + Two Retirement Incentive: 2 Years of Service Credit + 2 Years of Age Credit

As an incentive to early retirement for certificated employees participating in the State Teachers' Retirement System, the Board may offer an additional two years of service credit and two years of age credit to employees who retire within the "window period" established by the Board in a Memorandum of Understanding or by Board action prior to January 1, 2005 pursuant to repealed Education Code 22714.5.

Legal Reference:

EDUCATION CODE

22714 Service credit under STRS; additional two years

44929 Service credit under STRS; additional two years

UNITED STATES CODE, TITLE 20

6319 Highly qualified teachers

COURT DECISIONS

United Teacher of Los Angeles v. Los Angeles Unified School District (1994) 24 Cal.App. 4th 1510

Management Resources:

CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM PUBLICATIONS

Retirement Incentive Program, Frequently Asked Questions

WEB SITES

California State Teachers' Retirement System: <http://www.calstrs.com>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: May 10, 2023 Stewarts Point, California

Kashia ESD

Administrative Regulation

Postretirement Employment

AR 4117.14

Personnel

When necessary, the Board of Trustees may hire a qualified retired certificated individual who possesses the knowledge and experience needed to perform creditable service for the district as an employee, the employee of a third party, or an independent contractor/consultant, provided that all applicable restrictions specified by the California State Teachers' Retirement System (CalSTRS) are met. Applicable CalSTRS restrictions include, but are not limited to, a requirement that a retired member be paid compensation comparable to that for active employees for comparable duties and prohibitions against the hiring of a retired member within 180 days of his/her retirement and for the classified service, except as an aide pursuant to Education Code 45134. Additional restrictions and rules may apply to other employment situations, such as when CalSTRS retired members are employed as employees of third parties, independent contractors, or consultants. The Superintendent/Principal or designee should consult legal counsel when dealing with such employment situations. (Education Code 22119.5, 22164.5, 24214, 24214.5)

(cf. 3600 - Consultants)

(cf. 4111/4211/4311 - Recruitment and Selection)

(cf. 4112 - Appointment and Conditions of Employment)

Any retired member of the defined benefit program of CalSTRS who is hired by the district to perform retired member activities as defined pursuant to Education Code 22164.5 shall be paid at an annualized rate of pay that shall not be below the minimum or exceed the maximum paid to other district employees performing comparable duties. However, such a retired individual shall not make contributions to the CalSTRS retirement fund or accrue service credit based on compensation earned from the retired member activity. (Education Code 24214)

No retired member of the CalSTRS defined benefit program shall be hired by the district for at least 180 calendar days after his/her retirement from service, unless he/she has attained the normal retirement age and qualifies for an exemption to the 180-day waiting period. To seek this exemption, the Board shall, during the open session of a Board meeting, adopt a resolution which shall include the following information and findings: (Education Code 24214.5)

1. A statement expressing the Board's intent to seek an exemption to the 180-day waiting period
2. A description of the nature of the employment of the retiree
3. A finding that the retiree has reached the normal retirement age

4. A finding that the appointment of the retiree is necessary to fill a critically needed position before the 180-day waiting period has passed

5. A finding that the retired individual did not receive additional service credit pursuant to Education Code 22714 or 22715 or any financial inducement to retire. Financial inducement to retire shall include, but is not limited to, cash or any form of

compensation or other payment directly or indirectly paid by any public employer to the retired individual before or after his/her retirement, if the individual retires for service on or before a specific date or range of dates established by the public employer on or before the date the inducement is offered

6. A finding that the retired individual's termination of employment with the district is not the basis for the need to acquire the services of the retired individual

The resolution shall not be adopted through the Board's consent agenda. (Education Code 24214.5)

(cf. 9320 - Meetings and Notices)

When employing a retired individual who is eligible for exemption from the 180-day waiting period, the Superintendent/Principal or designee shall submit all required documentation to substantiate eligibility for the exemption to CalSTRS before the retired member begins performing any retired member activities. The Superintendent/Principal or designee may contact CalSTRS to request information as to whether the retired member qualifies for the exemption after 30 days of submitting the required documentation to CalSTRS. (Education Code 24214.5)

Postretirement Compensation Limitation, Notice, and Report

All CalSTRS retirees performing creditable service for the district shall be subject to the applicable CalSTRS earnings limit. Monies earned in excess of the limit may subject the CalSTRS retiree to a reduction in his/her retirement allowance. Compensation subject to the earnings limitation includes, but is not limited to, salary or wages, deferred compensation plans, purchase of an annuity contract, tax-deferred retirement plan or insurance program, and other plans or contributions when the cost is covered by a district. (Education Code 22119.5, 22164.5, 24214)

Whenever the district retains the services of a CalSTRS retiree as a district employee, employee of a third party, or an independent contractor, the Superintendent/Principal or designee shall: (Education Code 22461, 24214)

1. Advise the retired individual of the postretirement earnings limitation or employment restriction set forth in Education Code 22714, 24214, or 24214.5 or any other applicable law

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

2. Maintain accurate records of the retired individual's compensation and report it monthly to CalSTRS and the individual, regardless of the method of payment or the fund from which the payments are made

Legal Reference:

EDUCATION CODE

22119.5 Creditable service, definition

22131 Employer; employing agency, definition

22164.5 Retired member activities, definition

22461 Notice of earnings limitation

22714 Encouragement of retirement

22715 Additional service credit

22716 Unpaid services

24214 Creditable service by retiree

24214.5 Postretirement compensation limit; members below normal retirement age

26113 Creditable service, definition

35046 Consultancy contracts

44830 Employment of certificated employees

44830.3 Employment of district interns

44929 Service credit under STRS; additional two years

44929.1 2+2 service and year credit option under STRS

45134 Age limits

CODE OF REGULATIONS, TITLE 5

27000-27009 Penalties and interests for late remittances and late and unacceptable reporting by employers

Management Resources:

WEB SITES

California State Teachers' Retirement System: <http://www.calstrs.com>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: May 10, 2023 Stewarts Point, California

Kashia ESD

Board Policy

Exposure Control Plan For Bloodborne Pathogens

BP 4119.42

Personnel

As part of its commitment to provide a safe and healthful work environment, the Board of Trustees recognizes the importance of developing an exposure control plan. The Superintendent/Principal or designee shall establish a written exposure control plan in accordance with state and federal standards for dealing with potentially infectious materials in the workplace to protect employees from possible infection due to contact with bloodborne pathogens, including but not limited to hepatitis B virus, hepatitis C virus and human immunodeficiency virus (HIV).

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 4157/4257/4357 - Employee Safety)

The Superintendent/Principal or designee shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. In accordance with the district's exposure control plan, employees having occupational exposure shall be offered the hepatitis B vaccination.

The Superintendent/Principal or designee may exempt designated first aid providers from pre-exposure hepatitis B vaccination under the conditions specified by state regulations. (8 CCR 5193(f))

Any employee not identified by the Superintendent/Principal or designee as having occupational exposure may submit a request to the Superintendent/Principal or designee to be included in the training and hepatitis B vaccination program. The Superintendent/Principal or designee may deny a request when there is no reasonable anticipation of contact with any infectious material.

Legal Reference:

LABOR CODE

142.3 Authority of Cal/OSHA to adopt standards

144.7 Requirement to amend standards

CODE OF REGULATIONS, TITLE 8

3204 Access to employee exposure and medical records

5193 California bloodborne pathogens standards

CODE OF FEDERAL REGULATIONS, TITLE 29

1910.1030 OSHA bloodborne pathogens standards

Management Resources:

CDE ADVISORIES

1016.89 Guidelines for Informing School Employees about Preventing the Spread of Infectious Diseases, including Hepatitis B and AIDS/HIV Infections and Policies for Dealing with HIV-Infected Persons in School Settings

WEB SITES

OSHA: <http://www.osha.gov>

Cal/OSHA: http://www.dir.ca.gov/occupational_safety.html

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: May 10, 2023 Stewarts Point, California

Kashia ESD

Administrative Regulation

Exposure Control Plan For Bloodborne Pathogens

AR 4119.42

Personnel

Definitions

Occupational exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. (8 CCR 5193(b))

Exposure incident means a specific eye, mouth, other mucous membrane, nonintact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties. (8 CCR 5193 (b))

Parenteral contact means piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions. (8 CCR 5193(b))

A sharp is any object that can be reasonably anticipated to penetrate the skin or any other part of the body and to result in an exposure incident. (8 CCR 5193(b))

A sharps injury is any injury caused by a sharp, including but not limited to cuts, abrasions or needlesticks. (8 CCR 5193(b))

Work practice controls are controls that reduce the likelihood of exposure by defining the manner in which a task is performed. (8 CCR 5193(b))

Engineering controls are controls, such as sharps disposal containers, needleless systems, and sharps with engineered sharps injury protection, that isolate or remove the bloodborne pathogens hazard from the workplace. (8 CCR 5193(b))

Engineered sharps injury protection is a physical attribute built into a needle device or into a non-needle sharp which effectively reduces the risk of an exposure incident. (8 CCR 5193(b))

Exposure Control Plan

The district's exposure control plan shall contain at least the following components: (8 CCR 5193(c))

1. A determination of which employees have occupational exposure to blood or other potentially infectious materials

The district's exposure determination shall be made without regard to the use of personal protective equipment and shall include a list of:

- a. All job classifications in which all employees have occupational exposure
 - b. Job classifications in which some employees have occupational exposure
 - c. All tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure occurs and which are performed by employees listed in item #b above
2. The schedule and method of implementing:
- a. Methods of compliance required by 8 CCR 5193(d), such as universal precautions, general and specific engineering and work practice controls, and personal protective equipment
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)
 - b. Hepatitis B vaccination
 - c. Bloodborne pathogen post-exposure evaluation and follow-up
 - d. Communication of hazards to employees, including labels, signs, information and training
 - e. Recordkeeping
3. The district's procedure for evaluating circumstances surrounding exposure incidents
4. An effective procedure for gathering information about each exposure incident involving a sharp, as required for the log of sharps injuries
5. An effective procedure for periodically determining the frequency of use of the types and brands of sharps involved in exposure incidents documented in the sharps injury log
6. An effective procedure for identifying currently available engineering controls and selecting such controls as appropriate for the procedures performed by employees in their work areas or departments
7. An effective procedure for documenting instances when a licensed healthcare professional directly involved in a patient's care determines, in the reasonable exercise of clinical judgment, that the use of an engineering control would jeopardize an individual's safety or the success of a medical, dental or nursing procedure involving the individual
8. An effective procedure for obtaining the active involvement of employees in reviewing and updating the exposure control plan with respect to the procedures performed by employees in their respective work areas or departments

The exposure control plan shall be reviewed and updated at least annually and whenever necessary to: (8 CCR 5193(c))

1. Reflect new or modified tasks and procedures affecting occupational exposure
2. To the extent that sharps are used in the district, reflect progress in implementing the use of needleless systems and sharps with engineered sharps injury protection
3. Include new or revised employee positions with occupational exposure
4. Review and evaluate the exposure incidents which occurred since the previous update
5. Review and respond to information indicating that the exposure control plan is deficient in any area

The district's exposure control plan shall be accessible to employees upon request. (8 CCR 3204(e))

Preventive Measures

The Superintendent/Principal or designee shall use engineering and work practice controls to eliminate or minimize employee exposure, and shall regularly examine and update controls to ensure their effectiveness. (8 CCR 5193(d))

Hepatitis B Vaccination

The hepatitis B vaccination and vaccination series shall be made available at no cost to all employees who have occupational exposure. The hepatitis B vaccination shall be made available after an employee with occupational exposure has received the required training and within 10 working days of initial assignment, unless the employee has previously received the complete hepatitis B vaccination series, or antibody testing has revealed that the employee is immune, or vaccination is contraindicated by medical reasons. (8 CCR 5193(f))

Employees who decline to accept the vaccination shall sign the hepatitis B declination statement. (8 CCR 5193(f))

The Superintendent/Principal or designee may exempt designated first aid providers from the pre-exposure hepatitis B vaccine in accordance with 8 CCR 5193 (f).

Information and Training

The Superintendent/Principal or designee shall ensure that all employees with occupational exposure participate in a training program containing the elements required by state regulations, during working hours and at no cost to the employee. This program shall be offered at the time of initial assignment to tasks where occupational exposure may take place, at least annually

thereafter, and whenever a change of tasks or procedures affects the employee's exposure. (8 CCR 5193(g))

Designated first aid providers shall receive training that includes the specifics of reporting first-aid incidents which involve blood or body fluids which are potentially infectious. (8 CCR 5193(g))

Reporting Incidents

All exposure incidents shall be reported as soon as possible to the Superintendent/Principal or designee.

Unvaccinated designated first aid providers must report any first aid incident involving the presence of blood or other potentially infectious material, regardless of whether an exposure incident occurred, by the end of the work shift. The full hepatitis B vaccination series shall be made available to such employees no later than 24 hours after the first aid incident. (8 CCR 5193(f))

Sharps Injury Log

The Superintendent/Principal or designee shall establish and maintain a log recording each exposure incident involving a sharp. The exposure incident shall be recorded within 14 working days of the date the incident is reported to the district. (8 CCR 5193(c))

The information recorded shall include the following, if known or reasonably available: (8 CCR 5193(c))

1. Date and time of the exposure incident
2. Type and brand of sharp involved in the exposure incident
3. A description of the exposure incident, including:
 - a. Job classification of the exposed employee
 - b. Department or work area where the exposure incident occurred
 - c. The procedure that the exposed employee was performing at the time of the incident
 - d. How the incident occurred
 - e. The body part involved in the incident
 - f. If the sharp had engineered sharps injury protection, whether the protective mechanism was activated and whether the injury occurred before, during or after the protective mechanism was activated

g. If the sharp had no engineered sharps injury protection, the injured employee's opinion as to whether and how such a mechanism could have prevented the injury

h. The employee's opinion about whether any other engineering, administrative or work practice could have prevented the injury

Post-Exposure Evaluation and Follow-up

Following a report of an exposure incident, the Superintendent/Principal or designee shall immediately make available to the exposed employee, at no cost, a confidential medical evaluation, post-exposure evaluation and follow-up. The Superintendent/Principal or designee shall, at a minimum: (8 CCR 5193(f))

1. Document the route(s) of exposure and the circumstances under which the exposure incident occurred
2. Identify and document the source individual, unless that identification is infeasible or prohibited by law
3. Provide for the collection and testing of the employee's blood for hepatitis B, hepatitis C and HIV serological status
4. Provide for post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service
5. Provide for counseling and evaluation of reported illnesses

The Superintendent/Principal or designee shall provide the health care professional with a copy of 8 CCR 5193; a description of the employee's duties as they relate to the exposure incident; documentation of the route(s) of exposure and circumstances under which exposure occurred; results of the source individual's blood testing, if available; and all medical records maintained by the district relevant to the appropriate treatment of the employee, including vaccination status. (8 CCR 5193(f))

The district shall maintain the confidentiality of the affected employee and the exposure source during all phases of the post-exposure evaluation. (8 CCR 5193(f))

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

Records

Upon an employee's initial employment and at least annually thereafter, the Superintendent/Principal or designee shall inform employees with occupational exposure of the existence, location and availability of related records; the person responsible for maintaining and

providing access to records; and the employee's right of access to these records. (8 CCR 3204)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

Medical records for each employee with occupational exposure shall be kept confidential and not disclosed or reported without the employee's written consent to any person within or outside the workplace except as required by law. (8 CCR 5193(h))

Upon request by an employee, or a designated representative with the employee's written consent, the Superintendent/Principal or designee shall provide access to a record in a reasonable time, place and manner, no later than 15 days after the request is made. (8 CCR 3204(e))

Records shall be maintained as follows: (8 CCR 3204(d), 5193(h))

1. Medical records shall be maintained for the duration of employment plus 30 years.
2. Training records shall be maintained for three years from the date of training.
3. The sharps injury log shall be maintained five years from the date the exposure incident occurred.
4. Exposure records shall be maintained for at least 30 years.
5. Each analysis using medical or exposure records shall be maintained for at least 30 years.

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: May 10, 2023 Stewarts Point, California

Kashia ESD

Exhibit

Exposure Control Plan For Bloodborne Pathogens

E 4119.42

Personnel

Hepatitis B Vaccine Declination

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to myself.

Signature

Employee Name (Please print)

Date

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: May 10, 2023 Stewarts Point, California

Kashia ESD

Board Policy

Universal Precautions

BP 4119.43

Personnel

In order to protect employees from contact with potentially infectious blood or other body fluids, the Board of Trustees requires that universal precautions be observed throughout the district.

Universal precautions are appropriate for preventing the spread of all infectious diseases and shall be used regardless of whether bloodborne pathogens are known to be present.

(cf. 4157/4257/4357 - Employee Safety)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.24 - Specialized Health Care Services)
(cf. 5141.6 - School Health Services)
(cf. 6145.2 - Athletic Competition)

Employees shall immediately report any exposure incident or first aid incident in accordance with the district's exposure control plan or other safety procedures.

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

Legal Reference:

HEALTH AND SAFETY CODE

117600-118360 Handling and disposal of regulated waste

120875 Providing information to school districts on AIDS, AIDS-related conditions and Hepatitis B

120880 Information to employees of school district

CODE OF REGULATIONS, TITLE 8

5193 California bloodborne pathogens standard

CODE OF FEDERAL REGULATIONS, TITLE 29

1910.1030 OSHA bloodborne pathogens standards

Management Resources:

CDE PROGRAM ADVISORIES

1016.89 Guidelines for Informing School Employees about Preventing the Spread of Infectious Diseases, including Hepatitis B and AIDS/HIV Infections and Policies for Dealing with HIV-Infected Persons in School Settings

WEB SITES

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: May 10, 2023 Stewarts Point, California

Kashia ESD

Administrative Regulation

Universal Precautions

AR 4119.43

Personnel

Definitions

Universal precautions are an approach to infection control. All human blood and certain human body fluids, including but not limited to semen, vaginal secretions and any body fluid that is visibly contaminated with blood, are treated as if known to be infectious for human immunodeficiency virus (HIV), hepatitis B virus (HBV), hepatitis C virus (HCV) and other bloodborne pathogens. (8 CCR 5193(b))

Personal protective equipment includes specialized clothing or equipment worn or used for protection against a hazard. General work clothes such as uniforms, pants, shirts or blouses not intended to function as protection against a hazard are not considered to be personal protective equipment. (8 CCR 5193(b))

A sharp is any object that can be reasonably anticipated to penetrate the skin or any other part of the body and to result in an exposure incident. (8 CCR 5193(b))

Engineered sharps injury protection is a physical attribute built into a needle device or into a non-needle sharp which effectively reduces the risk of an exposure incident. (8 CCR 5193(b))

Employee Information

The Superintendent/Principal or designee shall distribute to employees information provided by the California Department of Education regarding acquired immune deficiency syndrome (AIDS), AIDS-related conditions, and hepatitis B. This information shall include, but not be limited to, any appropriate methods employees may use to prevent exposure to AIDS and hepatitis B, including information concerning the availability of a vaccine to prevent contraction of hepatitis B, and that the cost of this vaccination may be covered by the health plan benefits of the employees. Information shall be distributed at least annually, or more frequently if there is new information supplied by the California Department of Education. (Health and Safety Code 120875, 120880)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

Infection Control Practices

The Superintendent/Principal or designee shall ensure that the worksite is effectively maintained

in a clean and sanitary condition, and shall implement an appropriate written schedule for cleaning and decontamination of the worksite. (8 CCR 5193(d))

Where occupational exposure remains after the institution of engineering and work practice controls, the Superintendent/Principal or designee shall provide appropriate personal protective equipment at no cost to the employee. Such equipment may include gloves, gowns, masks, eye protection, and other devices that do not permit blood or other potentially infectious materials to pass through or reach the employee's clothes, skin, eyes, mouth or other mucous membranes under normal conditions of use. The Superintendent/Principal or designee shall maintain, repair, make accessible and require employees to use and properly handle protective equipment. (8 CCR 5193(d))

The Superintendent/Principal or designee shall provide handwashing facilities which are readily accessible to employees. When provision of handwashing facilities is not feasible, the Superintendent/Principal or designee shall provide an appropriate antiseptic hand cleanser in conjunction with clean cloth or paper towels, or antiseptic towelettes. (8 CCR 5193(d))

For the prevention of infectious disease, employees shall routinely: (8 CCR 5193(d))

1. Perform all procedures involving blood or other potentially infectious materials in such a manner as to minimize splashing, spraying, spattering, and generating droplets of these substances.

2. Use personal protective equipment as appropriate.

- a. Appropriate clothing, including but not limited to, gowns, aprons, lab coats, clinic jackets or similar outer garments, shall be worn in occupational exposure situations.

If a garment becomes penetrated by blood or other potentially infectious materials, the employee shall remove the garment immediately or as soon as feasible. All personal protective equipment shall be removed prior to leaving the work area. When removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

- b. Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes and nonintact skin, and when handling or touching contaminated items or surfaces.

Disposable gloves shall be replaced as soon as practical when contaminated, or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. They shall not be washed or decontaminated for reuse. Utility gloves may be decontaminated for reuse if the integrity of the gloves is not compromised, but must be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

- c. Masks in combination with eye protection devices or face shields shall be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be

generated and eye, nose or mouth contamination can be reasonably anticipated.

3. Wash hands and other skin surfaces thoroughly with soap and running water:
 - a. Immediately or as soon as feasible following contact of hands or any other skin or mucous membranes with blood or other potentially infectious materials
 - b. Immediately after removing gloves or other personal protective equipment

When handwashing facilities are not available, the employee shall use antiseptic hand cleanser in conjunction with clean cloth or paper towels, or antiseptic towelettes. In such instances, hands shall be washed with soap and running water as soon as feasible.

4. Refrain from eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses in work areas with a reasonable likelihood of occupational exposure.
5. Clean and decontaminate all equipment and environmental and work surfaces after contact with blood or other potentially infectious material, no later than the end of the shift or more frequently as required by state regulations.
6. Rather than using the hands directly, use mechanical means such as a brush and dust pan, tongs or forceps to clean up broken glassware which may be contaminated.
7. Use effective patient-handling techniques and other methods designed to minimize the risk of a sharps injury in all procedures involving the use of sharps in patient care.

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)
(cf. 5141.24 - Specialized Health Care Services)

- a. Needleless systems shall be used to administer medication or fluids, withdraw body fluids after initial venous or arterial access is established, and conduct any other procedure involving the potential for an exposure incident for which a needleless system is available as an alternative to the use of needle devices. If needleless systems are not used, needles or non-needle sharps with engineered sharps injury protection shall be used.
 - b. Contaminated needles or other sharps shall not be broken, bent, recapped, removed from devices, or stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.
 - c. Disposable sharps shall not be reused.
8. Handle, store, treat and dispose of regulated waste in accordance with Health and Safety Code 117600-118360 and other applicable state and federal regulations.
 - a. Immediately or as soon as possible after use, contaminated sharps shall be placed in containers meeting the requirements of 8 CCR 5193(d)(3)(D). Containers shall be easily

accessible, maintained upright throughout use where feasible, and replaced as necessary to avoid overfilling.

b. Specimens of blood or other potentially infectious material shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport or shipping.

(cf. 4157/4257/4357 - Employee Safety)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.6 - School Health Services)
(cf. 6145.2 - Athletic Competition)

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: May 10, 2023 Stewarts Point, California

Kashia ESD

Board Policy

Staff Development

BP 4131

Personnel

The Board of Trustees believes that, in order to maximize student learning and achievement, certificated staff members must be continuously learning and improving their skills. The Superintendent/Principal or designee shall develop a program of ongoing professional development which includes opportunities for teachers to enhance their instructional and classroom management skills and become informed about changes in pedagogy and subject matter.

(cf. 6111 - School Calendar)

The Superintendent/Principal or designee shall involve teachers and others, as appropriate, in the development of the district's staff development program. He/she shall ensure that the district's staff development program is aligned with district priorities for student achievement, school improvement objectives, the local control and accountability plan, and other school plans.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0420 - School Plans/Site Councils)

(cf. 0420.1 - School-Based Program Coordination)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 0520.3 - Title I Program Improvement Districts)

(cf. 0520.4 - Quality Education Investment Schools)

The district's staff development program shall assist certificated staff in developing knowledge and skills, including, but not limited to:

1. Mastery of subject-matter knowledge, including current state and district academic standards

(cf. 6011 - Academic Standards)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

(cf. 6142.3 - Civic Education)

(cf. 6142.5 - Environmental Education)

(cf. 6142.6 - Visual and Performing Arts Education)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6142.91 - Reading/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6142.93 - Science Instruction)

2. Use of effective, subject-specific teaching methods, strategies, and skills

3. Use of technologies to enhance instruction

(cf. 0440 - District Technology Plan)

4. Sensitivity to and ability to meet the needs of diverse student populations, including, but not limited to, students of various racial and ethnic groups, students with disabilities, English language learners, economically disadvantaged students, foster youth, gifted and talented students, and at-risk students

(cf. 4112.22 - Staff Teaching English Language Learners)

(cf. 4112.23 - Special Education Staff)

(cf. 5147 - Dropout Prevention)

(cf. 5149 - At-Risk Students)

(cf. 6141.5 - Advanced Placement)

(cf. 6171 - Title I Programs)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Language Learners)

(cf. 6175 - Migrant Education Program)

5. Understanding of how academic and career technical instruction can be integrated and implemented to increase student learning

(cf. 6178 - Career Technical Education)

6. Knowledge of strategies that encourage parents/guardians to participate fully and effectively in their children's education

(cf. 1240 - Volunteer Assistance)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

7. Effective classroom management skills and strategies for establishing a climate that promotes respect, fairness, tolerance, and discipline, including conflict resolution and hatred prevention

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5145.9 - Hate-Motivated Behavior)

8. Ability to relate to students, understand their various stages of growth and development, and motivate them to learn

9. Ability to interpret and use data and assessment results to guide instruction

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6162.5 - Student Assessment)

10. Knowledge of topics related to student health, safety, and welfare

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515.5 - Sex Offender Notification)

(cf. 5030 - Student Wellness)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.63 - Steroids)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5141.52 - Suicide Prevention)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

11. Knowledge of topics related to employee health, safety, and security

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 4119.42/4219.42/4319.42- Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 4157/4257/4357 - Employee Safety)

(cf. 4158/4258/4358 - Employee Security)

The Superintendent/Principal or designee may, in conjunction with individual teachers and interns, develop an individualized program of professional growth to increase competence, performance, and effectiveness in teaching and classroom management and, as necessary, to assist them in meeting state or federal requirements to be fully qualified for their positions.

(cf. 4112.2 - Certification)

(cf. 4112.21 - Interns)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

(cf. 4131.1 - Beginning Teacher Support/Induction)

(cf. 4138 - Mentor Teachers)

The district's staff evaluation process may be used to recommend additional staff development for individual employees.

(cf. 4115 - Evaluation/Supervision)

The Board may budget funds for actual and reasonable expenses incurred by staff who participate in staff development activities.

(cf. 3100 - Budget)

(cf. 3350 - Travel Expenses)

The Superintendent/Principal or designee shall provide a means for continual evaluation of the benefit of staff development activities to both staff and students and shall regularly report

to the Board regarding the effectiveness of the staff development program. Based on the Superintendent/Principal's report, the Board may revise the program as necessary to ensure that the staff development program supports the district's priorities for student achievement.

(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE

41530-41533 Professional Development Block Grant

44032 Travel expense payment

44259.5 Standards for teacher preparation

44277 Professional growth programs for individual teachers

44325-44328 District interns

44450-44468 University internship program

44570-44578 Inservice training, secondary education

44580-44591 Inservice training, elementary teachers

44630-44643 Professional Development and Program Improvement Act of 1968

44700-44705 Classroom teacher instructional improvement program

45028 Salary schedule and exceptions

48980 Notification of parents/guardians: schedule of minimum days

56240-56245 Staff development; service to persons with disabilities

99200-99206 Subject matter projects

GOVERNMENT CODE

3543.2 Scope of representation of employee organization

CODE OF REGULATIONS, TITLE 5

13025-13044 Professional development and program improvement

UNITED STATES CODE, TITLE 20

6319 Highly qualified teachers

6601-6702 Preparing, Training and Recruiting High Quality Teachers and Principals

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

United Faculty of Contra Costa Community College District v. Contra Costa Community College District, (1990) PERB Order No. 804, 14 PERC P21, 085

Management Resources:

CSBA PUBLICATIONS

Governing to the Core: Professional Development for Common Core, Governance Brief, May 2013

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

State Board of Education Guidelines and Criteria for Approval of Training Providers, March 2008

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California Standards for the Teaching Profession, 2009

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Professional Development: <http://www.cde.ca.gov/pd>

California Subject Matter Projects: <http://csmp.ucop.edu>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: May 10, 2023 Stewarts Point, California

Kashia ESD

Board Policy

Beginning Teacher Support/Induction

BP 4131.1

Personnel

The Board of Trustees recognizes that intensive professional development and support will help beginning teachers apply their academic preparation more effectively in the classroom and result in greater district retention of capable beginning teachers. The Superintendent/Principal or designee shall ensure that first- and second-year teachers receive guidance to help them make an effective transition into the teaching profession.

(cf. 4131 - Staff Development)

The Superintendent/Principal or designee shall inform beginning teachers about induction programs that are available to help them fulfill the requirements of the professional clear multiple- or single-subject teaching credential pursuant to Education Code 44259.

(cf. 4112.2 - Certification)

(cf. 4112.21 - Interns)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

District-Sponsored BTSA Induction Program

When approved by the Commission on Teacher Credentialing (CTC) and the Superintendent of Public Instruction, the district may serve as a sponsor of an induction program. The program shall meet state standards for induction programs and shall support beginning teachers in meeting the competencies described in the California Standards for the Teaching Profession.

The Superintendent/Principal or designee, with input from the participating teacher, shall pair each participating teacher with a support provider who is an experienced teacher, knowledgeable about beginning teacher development and needed competencies, and effective in interpersonal and communication skills. The roles and responsibilities of support providers shall be clearly defined in writing and communicated to all program participants.

(cf. 4138 - Mentor Teachers)

The Superintendent/Principal or designee shall provide initial preparation and additional professional development for support providers to enable them to acquire and enhance their knowledge and skills needed to work with beginning teachers.

Professional development provided to a beginning teacher shall be based on an individual induction plan which takes into consideration the teacher's prior preparation and experience.

Subject to verification and approval of the Superintendent/Principal or designee, a beginning teacher shall not be required to demonstrate that a competency has been met, nor complete a program element designed to assist beginning teachers in meeting that competency, if he/she previously met the competency while participating in a CTC-approved teacher preparation program. (Education Code 44279.1)

The beginning teacher's knowledge and classroom practice shall be regularly assessed using multiple measures and the results shall be used to monitor and revise subsequent individual induction plans. The Superintendent/Principal or designee shall maintain a complete record of each participating teacher's participation and progress toward completion of professional credential requirements.

Performance assessments conducted as part of the induction program shall not be used for employment-related evaluations, as a condition of employment, or as a basis of terminating employment. (Education Code 44279.1)

(cf. 4115 - Evaluation/Supervision)
(cf. 4117.4 - Dismissal)

The Superintendent/Principal or designee shall conduct an annual evaluation of the induction program and shall report to the Board regarding its effectiveness in meeting induction program goals.

(cf. 0500 - Accountability)
(cf. 9000 - Role of the Board)

Legal Reference:

EDUCATION CODE

41520-41522 Teacher Credentialing Block Grant

41530-41532 Professional Development Block Grant

44259 Credential requirements

44259.5 Standards for professional preparation programs

44275.4 Credential requirements, induction, out-of-state teachers

44279.1-44279.7 Beginning Teacher Support and Assessment Program (BTSA)

44325-44329 District interns

44380-44386 Alternative certification

44450-44468 University interns

44560-44562 Certificated Staff Mentoring Program

CODE OF REGULATIONS, TITLE 5

6100-6126 Teacher qualifications, No Child Left Behind Act

80055 Internship credential

80413 Credential requirements

80413.3 Credential requirements; teachers with out-of-state credentials

UNITED STATES CODE, TITLE 20

6319 Highly qualified teachers

6601-6702 Preparing, training and recruiting high quality teachers and principals

7801 Definitions, highly qualified teacher

Management Resources:

COMMISSION ON TEACHER CREDENTIALING/CALIFORNIA DEPARTMENT OF
EDUCATION POLICY

Funding Policy for Teacher Development Programs, December 2006

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Induction Manual: A Credential Application Processing Guidebook for Commission-Approved

Induction Programs, June 2004

Final Report of the Individual Evaluation of the Beginning Teacher Support and Assessment
Program,

April 2002

Standards of Quality and Effectiveness for Professional Teacher Induction Programs, March
2002

California Standards for the Teaching Profession, 1997

WEB SITES

Beginning Teacher Support and Assessment: <http://www.btsa.ca.gov>

California Department of Education: <http://www.cde.ca.gov>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Policy Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: May 10, 2023 Stewarts Point, California

Kashia ESD

Board Policy

Soliciting And Selling

BP 4135

Personnel

Employees shall not solicit district staff, students or their families with the intent to sell general merchandise, books, equipment or services for their own personal profit or benefit. Solicitation of students and staff on behalf of the school or other charitable organizations shall be conducted in accordance with applicable Board policy and administrative regulation.

(cf. 1325 - Advertising and Promotion)
(cf. 1321 - Solicitation of Funds from and by Students)
(cf. 4136/4236/4336 - Tutoring)
(cf. 5022 - Student and Family Privacy Rights)

Staff members shall respect the confidentiality of district employees and students and shall not use their status as district employees to secure information such as names, addresses, e-mail addresses, and telephone numbers for solicitations or use in personal profit-making or beneficial ventures.

(cf. 5125.1 - Release of Directory Information)

Educational tours may be promoted on school premises only if they are sponsored by the district. Employees engaged in planning, organizing or leading tours as private, non-district-sponsored businesses shall make it clear that they do not represent the school or district. All activities related to such tours must be carried on outside of school hours and off school premises.

(cf. 3312.2 - Educational Travel Program Contracts)

Staff participation in "flower funds," "anniversary funds" or other similar funds shall be voluntary.

(cf. 4161.9/4261.9/4361.9 - Catastrophic Leave Program)

Legal Reference:

EDUCATION CODE

51520 Prohibited solicitations on school premises

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: May 10, 2023 Stewarts Point, California

Kashia ESD

Board Policy

Nonschool Employment

BP 4136

Personnel

In order to help maintain public trust in the integrity of district operations, the Board of Trustees expects all employees to give the responsibility of their positions precedence over any other outside employment. A district employee may receive compensation for outside activities as long as these activities are not inconsistent, incompatible, in conflict with, or inimical to his/her district duties.

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 9270 - Conflict of Interest)

An outside activity shall be considered inconsistent, incompatible, or inimical to district employment when such activity: (Government Code 1126)

1. Requires time periods that interfere with the proper, efficient discharge of the employee's duties
2. Entails compensation from an outside source for activities which are part of the employee's regular duties
3. Involves using the district's name, prestige, time, facilities, equipment, or supplies for private gain
4. Involves service which will be wholly or in part subject to the approval or control of another district employee or Board member

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 3300 - Expenditures and Purchases)

(cf. 4040 - Employee Use of Technology)

(cf. 4132/4232/4332 - Publication or Creation of Materials)

(cf. 4135/4235/4335 - Soliciting and Selling)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

An employee wishing to accept outside employment that may be inconsistent, incompatible, in conflict with, or inimical to the employee's duties shall file a written request with his/her immediate supervisor describing the nature of the employment and the time required. The supervisor shall evaluate each request based on the employee's specific duties within the district and determine whether to grant authorization for such employment.

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

The supervisor shall inform the employee whether the outside employment is prohibited. The employee may appeal a supervisor's denial of authorization to the Superintendent/Principal or designee. An employee who continues to pursue a prohibited activity may be subject to disciplinary action.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

(cf. 4144/4244/4344 - Complaints)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Tutoring

A certificated employee shall not accept any compensation or other benefit for tutoring a student enrolled in his/her class(es). An employee who wishes to tutor another district student shall first request authorization from his/her supervisor in accordance with this Board policy. If authorization is granted, the employee shall not use district facilities, equipment, or supplies when providing the tutoring service.

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

51520 Prohibited solicitation on school premises

GOVERNMENT CODE

1126 Incompatible activities of employees

1127 Incompatible activities; off duty work

1128 Incompatible activities, attorney

CODE OF REGULATIONS, TITLE 5

80334 Unauthorized private gain or advantage

ATTORNEY GENERAL OPINIONS

70 Ops.Cal.Atty.Gen. 157 (1987)

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: May 10, 2023 Stewarts Point, California

Kashia ESD

Board Policy

Mentor Teachers

BP 4138

Personnel

The Board of Trustees encourages experienced, qualified teachers to provide mentoring and support services to beginning teachers, interns, and other teachers who would benefit from guidance and assistance designed to enhance teacher performance and improve student learning. The district shall provide a stipend to mentor teachers in accordance with law, Board policy, and administrative regulation.

(cf. 4112.2 - Certification)

(cf. 4112.21 - Interns)

(cf. 4131.1 - Beginning Teacher Support/Induction)

(cf. 4139 - Peer Assistance and Review)

The Superintendent/Principal or designee shall establish procedures for the nomination and selection of teachers to serve as mentors and shall verify that selected teachers fulfill the qualifications specified in law and administrative regulation. The Board shall approve the final designation of mentor teacher(s) upon recommendation of the Superintendent/Principal or designee.

The Superintendent/Principal or designee shall determine the specific duties and responsibilities of mentor teachers and shall assign interns and beginning teachers to each mentor teacher. He/she shall coordinate mentor teacher activities with other programs designed to support and enhance teachers' skills.

(cf. 4115 - Evaluation/Supervision)

(cf. 4131 - Staff Development)

(cf. 4315.1 - Staff Evaluating Teachers)

The duration of the designation as a mentor teacher shall be for a period of five consecutive years, provided that the teacher continues to meet all required qualifications. When the teacher has completed five years as a mentor teacher, the Board may renew his/her designation upon recommendation from the Superintendent/Principal or designee.

Certificated Staff Mentoring Program

Contingent upon state funding, the district shall provide an incentive for experienced teachers to serve as mentor teachers in "staff priority schools" with the lowest student achievement, as defined in Education Code 44561 and administrative regulation.

(cf. 0500 - Accountability)

The Superintendent/Principal or designee shall ensure that the district meets its obligations under this program to: (Education Code 44561)

1. Provide each mentor teacher with an annual salary stipend in accordance with Education Code 44562 and the annual State Budget Act
2. In assigning the mentor teacher, give priority for services to candidates participating in an alternative certification program pursuant to Education Code 44380-44387 and then to beginning teachers participating in the Beginning Teacher Support and Assessment program pursuant to Education Code 44279.1-44279.7
3. Assure that the mentor teacher has received training to serve in a mentor capacity or has previously served as a mentor in programs for new teachers, including, but not limited to, induction or intern programs
4. Provide the mentor teacher with adequate time and material resources to assist beginning teachers

Legal Reference:

EDUCATION CODE

44279.1-44279.7 Beginning Teacher Support and Assessment Program

44325-44329.5 District interns

44380-44387 Alternative certification

44450-44468 Teacher Education Internship Act of 1967 (university interns)

44500-44508 Peer Assistance and Review Program

44560-44562 Certificated Staff Mentoring Program

44830.3 Interns, professional development and guidance

52052 Academic performance index

CODE OF REGULATIONS, TITLE 5

80021 Short-term staff permit

80021.1 Provisional internship permit

80026.5 Guidance and assistance for emergency permit holders

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Final Report of the Individual Evaluation of the Beginning Teacher Support and Assessment Program, April 2002

Standards of Quality and Effectiveness for Professional Teacher Induction Programs (SB 2042), March 2002

California Standards for the Teaching Profession, 1997

WEB SITES

CSBA: <http://www.csba.org>

Beginning Teacher Support and Assessment: <http://www.btsa.ca.gov>

California Department of Education: <http://www.cde.ca.gov>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: May 10, 2023 Stewarts Point, California

**2023-24 School Calendar
Items for Discussion**

July 2023

Both calendars are the same

August 2023

Horicon has 6 staff development days – Point Arena has 4 – Kashia has 4
Students start Monday the 21st for Horicon
Students start Wednesday the 23rd for Point Arena

September 2023

Both calendars are the same
Holiday on Monday the 4th
Native American Day on Friday the 22nd

October 2023

Both calendars are the same

November 2023

Both calendars have a staff development day on Wednesday the 1st
Horicon has parent conference days scheduled for the 13th through the 17th
Holidays on the 10th, 23rd and 24th - Non School days on the 20th to the 22nd

December 2023

Both calendars have winter break from the 22nd through the 29th - Holiday on the 25th

January 2024

Both calendars have winter break from the 2nd through the 5th
Both calendars have holidays on the 1st and the 15th

February 2024

Horicon has the 19th to 21st off for President's day (2 of those are holidays)
Point Arena has 19th to 23rd off (2 of those are holidays)

March 2024

Horicon has a storm day on Monday the 11th
Point Arena has a staff development day on Friday the 22nd
Point Arena has a storm day on Friday the 29th

April 2024

Easter is on the 1st
Horicon has spring break from the 1st through the 5th
Point Arena has spring break from the 15th through the 19th

May 2024

Both schools have a storm day on Friday the 24th - Both schools have a holiday on Monday the 27th

June 2024

Last day of school for Horicon is Friday the 7th
Last day of school for Point Arena is Friday the 14th
Holiday the 19th

HORICON SCHOOL DISTRICT MASTER CALENDAR 2023-2024

M	T	W	TH	F
JULY				
				0
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

4 - Holiday-Independence Day

M	T	W	TH	F
JANUARY				
				17
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

1 - Holiday-New Year's Day

1-5 Winter Break

8 - School Resumes, Board meeting

15 - Holiday-Martin Luther King Day

AUGUST				
				9
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
22	23	24	25	
28	29	30	31	

14, 16, 18 All Staff Development

15, 17 Classroom Prep

21- Students Return

FEBRUARY				
				18
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

19-21 Presidents Day

SEPTEMBER				
				20
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

4 - Holiday-Labor Day

MARCH				
				20
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

11 - storm day

22 - minimum day for report cards

OCTOBER				
				22
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL				
				17
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

1-5 Spring Break

NOVEMBER				
				15
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

1 - All Staff Development

3 - report card prep

10 - Holiday-Veteran's Day

13-17 minimum days parent

20-24 - Thanksgiving Break

MAY				
				21
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

24 - Storm Day

27 - Holiday-Memorial Day

DECEMBER				
				16
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

22 - report cards

12/25-1/5 - Winter Break

25 - Holiday-Christmas

JUNE				
				5
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

7 - Last Day of School-Minimum Day/report card

19 - Juneteenth Holiday

WORK AND/OR PAID DAYS			
Total Work Days	10 Mo.	Paraeducators	
Total Work Days	10 Mo.	Other Classified	
Total Work Days	11 Mo.	Certificated	
Total Work Days	12 Mo.	Classified	

HOLIDAYS	
10 Mo.	10
12 Mo.	12
D.O.	13

Storm Days: If school is cancelled
due to hazardous conditions, 3/11 & 5/24
will be used as a make-up day.
If no school days are cancelled, 3/11 & 5/24
will be non-school days.

HORICON TRIMESTER ENDS		
First	*	11/3/2023
Second	*	3/22/2023
Third	*	6/7/2023
		180

* report cards due minimum day for students

TOTAL STUDENT DAYS
180

	Holiday
	Staff Development
	First Day of School
	Minimum Day
	No Students, Teachers or 10 Mo. Staff
	Storm Day if necessary
	Board Meetings - dates set based on
	calendar yr., so Jan.-June dates are TBD
	Vacation for all

**POINT ARENA JOINT UNION HIGH SCHOOL
ARENA UNION ELEMENTARY SCHOOL
MASTER CALENDAR
2023-2024**

EARLY RELEASE EVERY WEDNESDAY

M	T	W	TH	F
JULY				
				0
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

4 - Holiday-Independence Day

AUGUST				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

9 - Board Meeting
21, 22 - Certificated Staff Development
21, 22 - Paraeducator Staff Development
22 - Other 10-month Classified Staff Return
23 - Students Return

SEPTEMBER				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

4 - Holiday-Labor Day
13 - Board Meeting

OCTOBER				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

11 - Board Meeting

NOVEMBER				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

1 - Certificated Staff Development
10 - Holiday-Veteran's Day
15 - Board Meeting
20-24 - Thanksgiving Break
23-24-Holiday-Thanksgiving & Admissions Day

DECEMBER				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

13 - Board Meeting
22 - Minimum Day
12/25-1/5 - Winter Break
25 - Holiday-Christmas

WORK AND/OR PAID DAYS			
Total Work Days	10 Mo.	Paraeducators	182
Total Work Days	10 Mo.	Other Classified	181
Total Work Days	11 Mo.	Certificated	184
Total Work Days	12 Mo.	Classified	260

PAHS / AUES (6-8) QUARTER ENDS		
First	42	October 20
Second	38	Dec. 22
Third	48	March 22
Fourth	52	June 14
	180	

AUES (K-5) TRIMESTER ENDS		
First	60	Nov. 17
Second	68	March 22
Third	52	June 14
	180	

M	T	W	TH	F
JANUARY				
				17
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

1 - Holiday-New Year's Day
1-5 Winter Break
8 - School Resumes
15 - Holiday-Martin Luther King Day

FEBRUARY				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

19-23 - President's Break
19 - Holiday-President's Day.
20 - Holiday-Lincoln's Day Alternative

MARCH				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

22- Staff Development
29 - Good Friday, DO Closed
29 - Storm Day

APRIL				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

15-19 Spring Break

MAY				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

24 - Storm Day
27 - Holiday-Memorial Day

JUNE				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

14 - Last Day of School-Minimum Day
19 - Juneteenth Holiday

HOLIDAYS	
10 Mo.	10
12 Mo.	12
D.O.	13

Storm Days: If school is cancelled due to hazardous conditions, 3/29 & 5/24 will be used as a make-up day. If no school days are cancelled, 3/29 & 5/24 will be non-school days.

TOTAL STUDENT DAYS	
	180

	Holiday
	Staff Development
	First Day of School
	Minimum Day
	No Students, Teachers or 10 Mo. Staff
	Storm Day If necessary
	Board Meetings - dates set based on calendar yr., so Jan.-June dates are TBD

Item 7.4
Tentative 2023-24 Budget

The attached tentative budget shows a surplus of \$61,782

Revenues Include:

Latest LCFF calculations
No one-time revenues
Other revenues at 2022-23 levels

Expenditures Include:

1 - full time teacher
1 - one day per week Resource teacher
1 – 7 hour per day instructional assistant
Cultural education
Board stipends

STRS/PERS at School Services estimated rates
Additional PERS for CBO due to the expected loss of hours at Horicon
Employee only medical benefits for teacher and instructional assistant

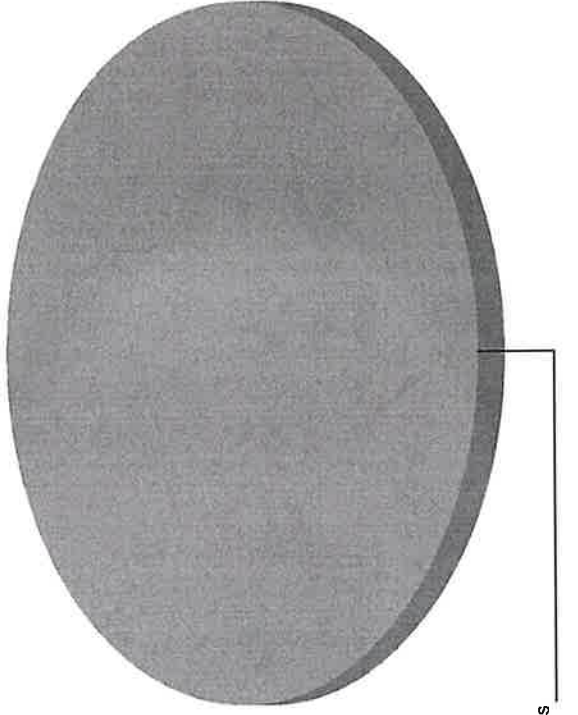
Supplies at 2022-23 rates less one time funding offset

Services are less one-time literacy grant offset
Superintendent/Principal services at 2022-23 rate with 2% increase
Eliminated copy machine rentals

General Fund

Ending Fund Balance Components

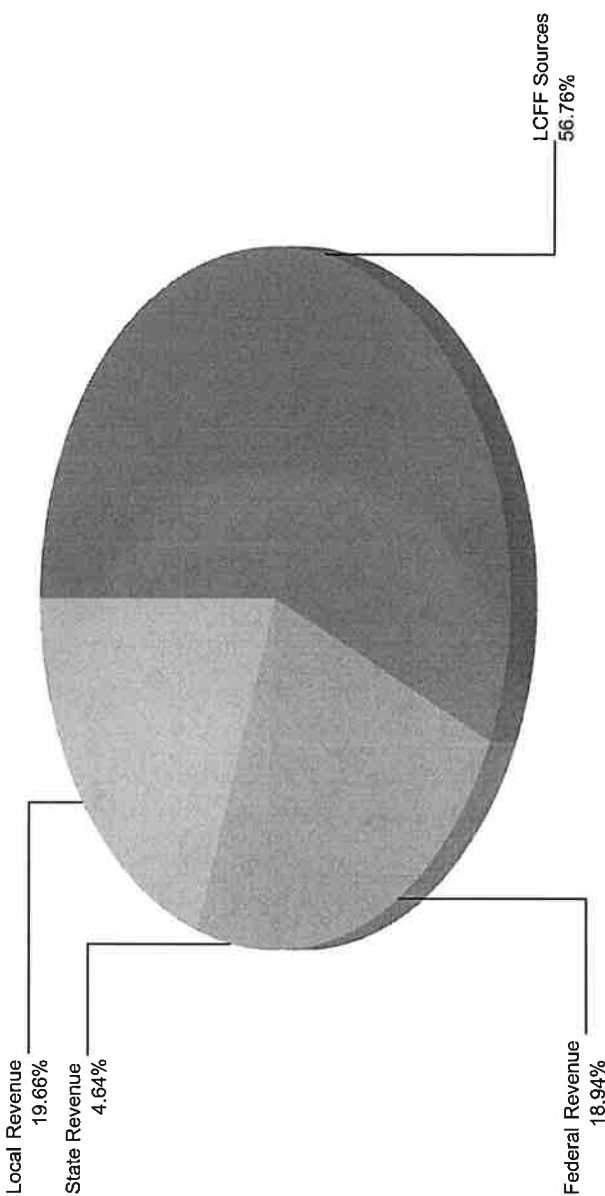
	Dollars per ADA	Total Amount
Beginning Fund Balance	\$0.00	\$0
+ Total Resources	\$534,209.00	\$534,209
- Total Uses	\$472,427.00	\$472,427
Ending Fund Balance	\$61,782.00	\$61,782
Fund Balance Difference	\$61,782.00	\$61,782



Ending Fund Balance Components	Amount
Nonspendable Assets	0
Restricted	0
Stabilization Arrangements	0
Other Committed	0
Other Assignments	0
Reserve for Economic Uncertainties	76,000
Other Assigned	0
Economic Uncertainties	100.00%

Total Revenue Summary
(as % of Total Revenue)

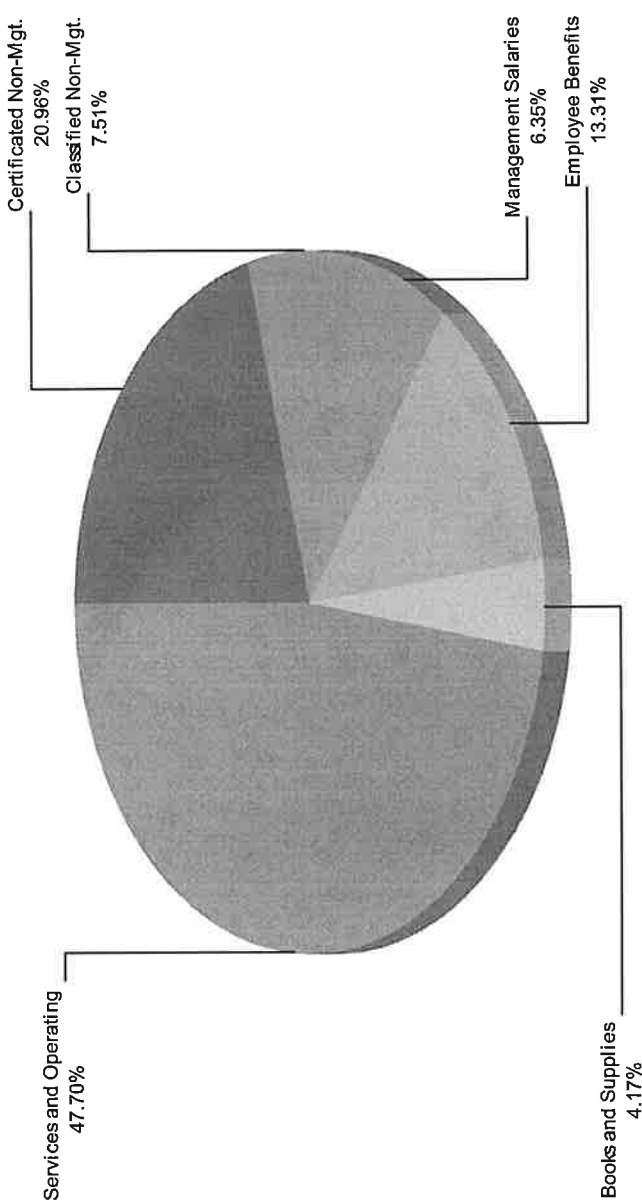
Revenue by Object:	Dollars per ADA	Total Amount
LCFF Sources	303,209.00	303,209
Federal Revenue	101,200.00	101,200
Other State Revenue	24,800.00	24,800
Other Local Revenue	105,000.00	105,000
Total Revenue	\$534,209.00	\$534,209
Transfer In & Others	\$0.00	\$0
Total Resources	\$534,209.00	\$534,209



General Fund

Total Expenditure Summary
(as % of Total Expenditure)

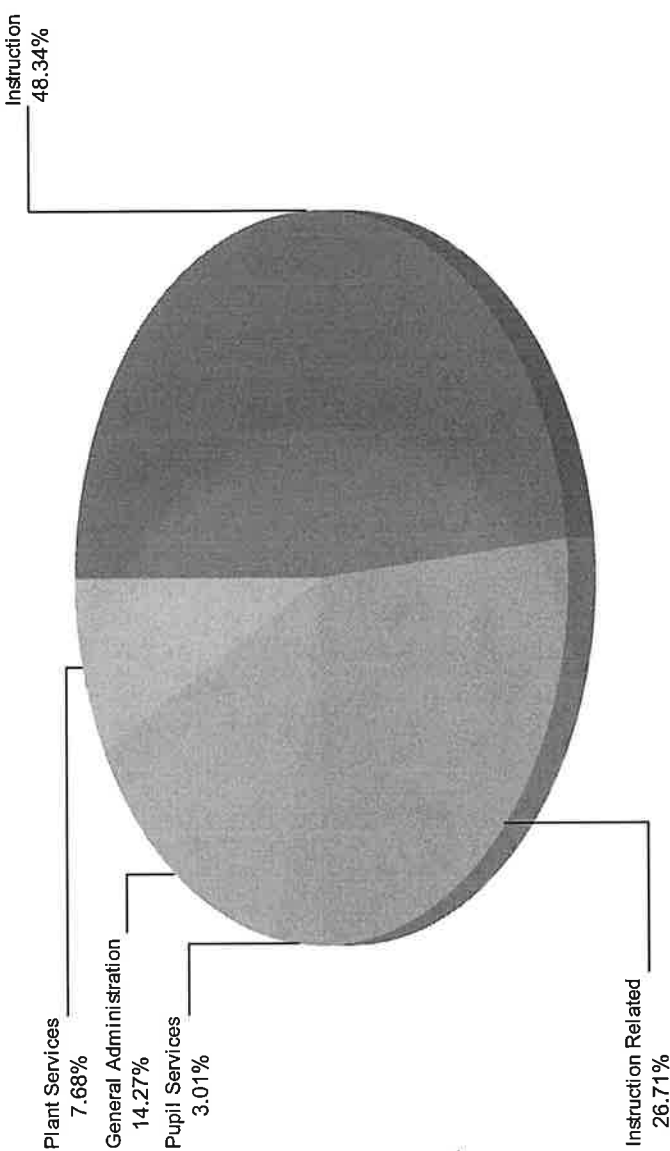
Expenditure by Object:	Dollars per ADA	Total Amount
Cert. Non-Mgt. Salaries	99,000.00	99,000
Class. Non-Mgt. Salaries	35,500.00	35,500
Management Salaries	30,000.00	30,000
Employee Benefits	62,901.00	62,901
Books and Supplies	19,700.00	19,700
Services and Operating	225,326.00	225,326
Capital Outlay	0.00	0
Other Outgo	0.00	0
Total Expenditure	\$472,427.00	\$472,427
Transfer out and Other:	\$0.00	\$0
Total Uses	\$472,427.00	\$472,427



General Fund

Total Expenditure by Function Summary
(as % of Total Expenditure)

Expenditure by Function:	Dollars per ADA	Total Amount
Instruction	228,362.00	228,362
Instruction Related Services	126,170.00	126,170
Pupil Services	14,200.00	14,200
Ancillary Services	0.00	0
Community Services	0.00	0
Enterprise	0.00	0
General Administration*	67,414.00	67,414
Plant Services	36,281.00	36,281
Other Outgo	0.00	0
Total	\$472,427.00	\$472,427



* General Administration Expenditure Breakdown:

Board and Supt. Administration	37,606.00	37,606
Other General Administration	25,308.00	25,308
Centralized Data Processing	4,500.00	4,500

		2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Revenue Limit = LCFF	8011	\$ 81,205	\$ 86,392	\$ 143,466	\$ 148,830	\$ 155,278	\$ 160,394
EPA	8012	\$ 5,595	\$ 8,292	\$ 20,811	\$ 30,318	\$ 33,368	\$ 36,288
Taxes	8041	\$ 108,588	\$ 114,093	\$ 113,076	\$ 115,337	\$ 117,634	\$ 119,997
Misc	80xx	\$ 7,784	\$ 13,508	\$ 9,269	\$ 8,724	\$ 8,748	\$ 8,753
TOTAL REVENUE LIMIT		\$ 203,172	\$ 222,285	\$ 286,622	\$ 303,209	\$ 315,028	\$ 325,432
M&O Impact Grant	8110	\$ 96,848	\$ 127,229	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Misc-spec ed - CARES	8181	\$ 24,928	\$ 6,466	\$ 17,574	\$ 2,000	\$ 2,000	\$ 2,000
Title II	8290	\$ 630	\$ 553	\$ 200	\$ 200	\$ 200	\$ 200
Indian Ed	8290	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
REAP	8290	\$ 20,788	\$ 22,194	\$ 22,833	\$ 20,000	\$ 20,000	\$ 20,000
TOTAL FEDERAL		\$ 147,194	\$ 160,442	\$ 119,607	\$ 101,200	\$ 101,200	\$ 101,200
Mandated Costs	8550	\$ 328	\$ 334	\$ 311	\$ 300	\$ 300	\$ 300
STRS/PERS - On- Behalf	8590	\$ -	\$ 7,059	\$ 7,351	\$ 7,500	\$ 7,600	\$ 7,700
Lottery	8560	\$ 2,381	\$ 1,848	\$ 1,784	\$ 2,000	\$ 2,000	\$ 2,000
Misc - CARES	85xx	\$ 18,989	\$ 58,449	\$ 73,059	\$ 15,000	\$ 15,000	\$ 15,000
Literacy Grant	8590	\$ -	\$ -	\$ 450,000	\$ -	\$ -	\$ -
TOTAL STATE		\$ 21,698	\$ 67,690	\$ 532,505	\$ 24,800	\$ 24,900	\$ 25,000
Interest	8660	\$ 3,621	\$ 3,178	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Misc (pre-sch, bus, grant**	8699	\$ 25,531	\$ 11,532	\$ 7,500	\$ 4,000	\$ 4,000	\$ 4,000
Rent	8650	\$ -	\$ -	\$ 800	\$ -	\$ -	\$ -
RSP Pass Through	8792	\$ 95,087	\$ 93,611	\$ 93,783	\$ 95,000	\$ 95,000	\$ 95,000
TOTAL LOCAL		\$ 124,231	\$ 108,321	\$ 108,083	\$ 105,000	\$ 105,000	\$ 105,000
TOTAL REVENUES		\$ 496,295	\$ 558,739	\$ 1,046,817	\$ 534,209	\$ 546,128	\$ 556,632

ADA

2013-14 = 6.86

2014-15 = 13.37

2015-16 = 13.23

2016-17 = 7.32

2017-18 = 9.41

2018-19 = 9.59

2019-20 = 10.19

2020-21 = 10.19

2021-22 = 7.69

2022-23 = 10.19

2023-24 = 7.69

2024-25 = 6.84

2025-26 = 8

<u>Title</u>	<u>2014</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>			
Certificated Payroll 1xx										
RSP Sub	\$	36,384	\$	43,706	\$	30,000	\$	30,000	\$	30,000
Sub/Cultural Ed	\$	525	\$	-	\$	1,000	\$	1,000	\$	1,000
Teacher	\$	58,853	\$	32,294	\$	27,660	\$	68,000	\$	70,000
<u>TOTAL Certificated</u>	\$	<u>90,516</u>	\$	<u>76,080</u>	\$	<u>39,451</u>	\$	<u>99,000</u>	\$	<u>101,000</u>
Classified Payroll										
Aides	\$	126	\$	6,158	\$	31,920	\$	25,000	\$	25,000
Misc support	\$	-	\$	-	\$	2,030	\$	-	\$	-
Maint/Custodian	\$	-	\$	-	\$	5,375	\$	-	\$	-
Business Manager	\$	25,050	\$	23,505	\$	31,000	\$	30,000	\$	30,000
Cultural Ed/Intervent	\$	685	\$	1,275	\$	5,010	\$	3,000	\$	3,000
Food Service	\$	-	\$	-	\$	120	\$	-	\$	-
Board Stipend	\$	960	\$	2,085	\$	2,000	\$	2,000	\$	2,000
<u>Total Classified</u>	\$	<u>26,821</u>	\$	<u>33,023</u>	\$	<u>77,455</u>	\$	<u>60,000</u>	\$	<u>60,000</u>
STRS/PERS On Behalf										
Certificated Benefits	\$	-	\$	7,059	\$	7,351	\$	7,500	\$	7,600
STRS	\$	2,935	\$	2,496	\$	1,786	\$	4,950	\$	5,050
Classified Benefits	\$	9,505	\$	3,082	\$	7,695	\$	18,909	\$	19,291
PERS	\$	2,533	\$	3,156	\$	7,169	\$	6,300	\$	6,300
Medical	\$	67	\$	1,117	\$	8,634	\$	16,200	\$	16,860
<u>TOTAL Benefits</u>	\$	<u>23,032</u>	\$	<u>20,406</u>	\$	<u>52,235</u>	\$	<u>73,859</u>	\$	<u>75,101</u>
Books										
Classroom	\$	-	\$	-	\$	-	\$	1,000	\$	1,000
Misc-PE/Grad/Trip	\$	18,578	\$	3,676	\$	12,113	\$	7,500	\$	7,500
Computer Software	\$	-	\$	729	\$	-	\$	1,000	\$	1,000
Office	\$	11,323	\$	4,271	\$	5,802	\$	5,000	\$	5,000
Janitorial	\$	662	\$	430	\$	600	\$	500	\$	500
Van	\$	350	\$	847	\$	3,000	\$	1,000	\$	1,000
Maintenance	\$	-	\$	-	\$	1,761	\$	1,000	\$	1,000
Food Service	\$	2,309	\$	504	\$	3,000	\$	3,000	\$	3,000
MISC/PTO	\$	-	\$	193	\$	868	\$	1,000	\$	1,000
Small Equip-CARES	\$	6,398	\$	2,335	\$	4,000	\$	3,000	\$	3,000
<u>Total Supplies</u>	\$	<u>9,819</u>	\$	<u>12,985</u>	\$	<u>31,144</u>	\$	<u>24,000</u>	\$	<u>24,000</u>

<u>Title</u>	<u>2011</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>
Travel	52xx	\$ 522	\$ 552	\$ 1,700	\$ 2,500	\$ 2,500	\$ 2,500
Dues	53xx	\$ 403	\$ 608	\$ 598	\$ 700	\$ 750	\$ 750
Insurance	545x	\$ 2,356	\$ 2,565	\$ 2,875	\$ 3,018	\$ 3,169	\$ 3,328
Utilities	55xx	\$ 7,866	\$ 6,829	\$ 19,300	\$ 14,300	\$ 14,300	\$ 14,500
Repairs	56xx	\$ -	\$ -	\$ 1,000	\$ 2,000	\$ 2,000	\$ 2,000
Class Assist	5806	\$ 5,640	\$ 90	\$ -			
Rental	583x	\$ -	\$ -	\$ -			
Copier	5632	\$ 2,208	\$ 2,469	\$ 1,300	\$ -	\$ -	\$ -
Custodian	58xx	\$ 460		\$ 2,500	\$ 2,500	\$ 3,000	\$ 3,000
MiscVan	58xx	\$ 426	\$ 850	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
MiscFood	58xx	\$ 1,768	\$ 2,065	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Board	58xx	\$ 587	\$ 395	\$ 452	\$ 460	\$ 470	\$ 480
Maintenance	58xx	\$ 2,965	\$ -	\$ 70,000	\$ 6,500	\$ 6,500	\$ 7,500
DP	5817	\$ 2,986	\$ 2,969	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500
Legal	5823	\$ 1,064	\$ 58	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Advertisement	5825	\$ 247	\$ 896	\$ 805	\$ 1,000	\$ 1,000	\$ 1,000
Audit	582x	\$ 14,775	\$ 15,075	\$ 15,750	\$ 16,000	\$ 17,000	\$ 18,000
Friends of Kashia	58xx	\$ -	\$ 2,875	\$ -			
Administrator	5838	\$ 128,608	\$ 163,127	\$ 140,891	\$ 143,709	\$ 146,583	\$ 149,515
Tech	5840	\$ 1,035	\$ 11,552	\$ 13,887	\$ 6,200	\$ 6,300	\$ 6,400
Speech Therapist	5807	\$ 6,853	\$ 14,088	\$ 7,894	\$ 9,000	\$ 9,000	\$ 9,000
Alarm	5832	\$ 900	\$ 1,170	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
RSP	58/52xx	\$ 1,226	\$ 450	\$ 1,350	\$ 2,500	\$ 2,500	\$ 2,500
Recess	5806	\$ -	\$ -	\$ -			
Telephone	5911	\$ 2,730	\$ 2,755	\$ 2,500	\$ 2,900	\$ 3,000	\$ 3,000
Intervention	5830	\$ 1,065	\$ 199	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
Misc/Ed Effect	58&59	\$ 23,656	\$ 12,009	\$ 537,771	\$ 12,000	\$ 12,000	\$ 12,000
Total Services		\$ 209,766	\$ 243,647	\$ 832,073	\$ 237,787	\$ 242,572	\$ 247,973
Capital Outlay	6xxx	\$ -	\$ 8,896	\$ 2,845	\$ -	\$ -	\$ -
Other Outgo	76xx	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES		\$ 399,574	\$ 395,037	\$ 1,035,203	\$ 494,646	\$ 502,673	\$ 512,317
Beginning Bal		\$ 334,243	\$ 430,964	\$ 570,845	\$ 582,459	\$ 622,022	\$ 665,477
Revenues		\$ 496,295	\$ 558,739	\$ 1,046,817	\$ 534,209	\$ 546,128	\$ 556,632
Expenditures		\$ 399,574	\$ 395,037	\$ 1,035,203	\$ 494,646	\$ 502,673	\$ 512,317
Ending Balance		\$ 430,964	\$ 570,845	\$ 582,459	\$ 622,022	\$ 665,477	\$ 709,792
		\$ 96,722	\$ 163,702	\$ 11,614	\$ 39,563	\$ 43,455	\$ 44,315

Note:

1xxx = Teacher at BA+45 step 8 based on new salary schedule with 2.31% (teacher resigned October 31, 2021 - student teacher started January 2023

1xxx = RSP teacher paid as a substitute with an average of 2 days per week (retiree - no STRS) (Resigning end of June 2022 - looking for replacement)

2xxx = Cultural studies for Native American language may be a contracted service

2xxx = Classroom Assistant started November 2022

2xxx = Van driver moved to the high school

2xxx = Board stipends increased

2xxx = Business Manager contract expires December 2025)

3xxx = PERS/STRS at School Services dashboard, employee only prorated medical, cert misc payroll at 5%, class at 10.5% (increase unemployment one year)

3xxx=STRS = 20/21 = 16.15, 21/22 = 16.92, 22/23 = 19.1%, 23/24 = 19.1%; PERS = 20/21 = 20.7, 21/22 = 22.91, 22/23=25.37%, 23/24 = 27%, 24/25 = 28.1%

3xxx= PERS for business manager refunded and no longer charged for that position - should change July 2023

3xxx=Medical employee only- except for student teacher in 2023, no dental

4xxx = Only change due to fundraisers and one time CARES grant not included in future years

5xxx = RSP adjusted as necessary to meet needs of student travel for services required include speech services

5xxx = Food service prep - recess, maintenance & custodial services still contracted (were partially provided by aide August to October)

5xxx = Tech services provided @ \$1000 per month through Ally Tech - re-evaluating March 2023 due to needs

5xxx = Administrator contracted through SCOE through June 2023

5xxx = Audit costs change due to actual year service was provided

5xxx = Contracted van services used as a placeholder for one-time funds as well as literacy grant

5xxx = Special Ed services being monitored

Misc = One time grant revenue and expenditures for water fountain project - major fire abatement/site cleanup and painting

6xxx= Prop 39 HVAC/Furnace in 2018/19; carpeting in classroom and teacherage 2019/20 - new refrigerators etc.

7xxx = Eliminated transfer to Fund 40

** Will adjust expenditures in out years to keep budget balanced should there be no increases in expected revenues

**** Dump fees/services very high in 2022-23 due to major site clean up and fire abatement

***** No longer leasing copy machines

3/5/2023

Resource Code Year	Grant Amount	Grant Title	Approved Expenditures	Spent	Available
2600 10/26/2021	\$50,000	Expanded Learning Opportunity Grant (Educator Effectiveness Block Grant) Carryover 21/22 = \$32,525	1. ASES 2 9 hour day for students 3. Expanded day 4. Community Hub/tech 5. Training for staff 6. Learning Supports Balance		<u>\$49,500</u>
3216	\$3,696	ESSER II Received \$924	1. Extend learning time 2. Community hubs 3. Graduation 4. Staff training Balance	\$0	<u>\$3,696</u>
3217	\$848	GEER II Received \$212	1. Extend learning time 2. Community hubs 3. Graduation 4. Staff training Balance	\$0	<u>\$848</u>
3218	\$2,410	ESSER III Received \$603	1. Extend learning time 2. Community hubs 3. Academic services for students 4. Staff training Balance	\$0	<u>\$2,410</u>
3219	\$ 4,154	ESSER III Received \$1,039 Carryover	1. Extend learning time 2. Community hubs 3. Academic services for students 4. Staff training Balance	\$0	<u>\$4,154</u>
6266	\$ 4,832	Educator Effectiveness Grant Received all - Spent \$1042 in 21-22 Carryover	1. Coaching/Mentoring 2. Standard Aligned instruction 3. Accelerated learning 4. Social/Emotional support 5. Positive school climate 6. Professional development 7. Ethnic studies 8. Early childhood development Balance	\$0	<u>\$3,790</u>

6537 8/24/2021	\$2,894	Special Ed Learning Recovery Received: \$2894	1. Additional Support & Services (speech) 2. Positive behavior supports 3. Assessing academic needs of students 4. Social emotional needs 5. High quality instruction 6. supporting in person instruction 7. Child find 8. Assessing students waiting for IEPs 9. Complete overdue IEPs 10. Other impacted areas Balance	0	<u>\$2,894</u>
7420 7/13/2020	\$1,732	State Learning Loss Mitigation Received: \$1,732 COMPLETED	1. Learning loss 2. Extended school day/year 3. Academic services 4. Instructional materials 5. IT devices/programs 6. Counseling 7. Professional development 8. Meals 9. Trauma support 10. Testing (COVID), sanitation Balance	\$1,732	Completed
7422 4/5/2021	\$4,571	In Person Instruction Grant Received: \$4,571 Carryover	1. Emergency relief for impacts of COVID 2. In person instruction 3. Meals/snacks Balance	\$0	\$3,842
7425 4/15/2021	\$12,592	Expanded Opportunity Learning Grant (ELO) Received: \$12,592	1. Learning recovery/snacks/meals 2. Extended learning time/summer school 3. Tutoring 4. Materials 5. Professional development/IT support Balance	\$ 9,000 \$9,000	\$ 1,592 \$ 2,000 \$3,592
7426	\$3,380	ELO Paraprofessionals	1. Expanded learning 2. Tech Supplies 3. Services Balance	\$0	\$ 1,411 \$ 1,969 \$ 3,380
4/5/2021		Received: \$3,380 NEW 2022-23			
6211	\$450,000	Reading Literacy	See Grant		\$450,000
6762	\$5,129	Arts & Music	1. School Climate		

2. Cultural ed./supplies
3. Safe school environment
4. Professional development
Balance

\$5,129

as of March 28, 2023

Item 7.6
Possible Superintendent/Principal Salary Schedule
& Job Description

Attached:

Principal or Superintendent Salary Schedule – prior employees in this position received one salary not both of \$87,500.

Copy of Horicon's 2022-23 Superintendent/Principal salary schedule

Copy of Two Rock's Superintendent/Principal job announcement

Superintendent/Principal job description for Surprise Valley

Salary Schedule SUPT - Administrative					ANNUAL RATES
07/01/2014 - Open					
		A			
1		87,500.00			
	Superintendent				
2		87,500.00			
	Principal				

Basis	.00	Anniversary Movement		Created	CBISCHOF, Jun 21 2014 10:58PM
Pay Prd %	No	# of Columns	0	Max Column	
Retro Enabled	No	# of Rows	0	Max Row	CBISCHOF, Jun 22 2014 11:20AM
Selection Grouped by SalarySchedId					
					ESCAPE ONLINE
					Page 1 of 1



Horicon Elementary School District
35555 Annapolis Rd. Annapolis CA 95412
(707)886-5322 * Fax (707)886-5422

Superintendent Salary Schedule

2022-23 with 6.56% COLA

\$121,476

\$123,858

\$126,242

\$128,623

\$131,005

\$133,982

\$136,961

\$139,937

\$142,914

\$149,089

\$1,000 Longevity Stipend After Year 10

Board of Trustees
Barbara Forenti- Susie Gilley
Dmitry Paperny – Billy Riggs - Gordon Smith



Two Rock Union School

Superintendent / Principal Vacancy Announcement

The Two Rock School community is committed to a shared responsibility for encouraging creativity while developing every child's academic and social skills as a foundation for lifelong learning

The Position

Two Rock Union School District Board of Trustees is seeking an experienced educator with proven leadership skills to continue the District's tradition of creating a challenging, safe, and caring environment for each student.

Successful applicants for the Superintendent/Principal position will demonstrate the ability to:

- **Further** the District's commitment to academic excellence, arts education, environmental stewardship, and life skills development
- **Ensure** effective implementation of the California Common Core State Standards
- **Develop** and execute the Local Control and Accountability Plan
- **Provide** fiscal oversight of the District Budget and Local Control Funding Formula
- **Maintain** transparency, openness, and integrity in dealing with the school community
- **Maintain** and expand the District's positive affiliations with community organizations and governmental agencies
- **Inspire** change to move the District forward

The Community and District

Two Rock Elementary School is a TK-6 elementary school, serving approximately 160 students with 25 full and part-time staff. It is the only school within the Two Rock Union School District, which unified in 1953 when three one-room schoolhouses merged. Presently, the school maintains fourteen classrooms, offering one classroom per grade, an English Language Development classroom, library and STEM Lab. The school also rents a classroom to a preschool program and hosts a special education preschool class.

Two Rock School is a small, rural school in western Sonoma County, about seven miles outside the city of Petaluma. Nestled in an agricultural valley, Two Rock is adjacent to the United States Coast Guard Training Center (TRACEN) and serves families that are stationed on the base or who live and work on the surrounding dairy farms.

As a small school, Two Rock offers an individualized educational program in a safe, community-focused environment. We are very excited to be implementing a new Science, Technology, Engineering and Math (STEM) lab. Students participate in hands-on project based lessons that integrate all curricular areas and allow them to explore real life connections to what they learn in the classroom. In addition to rigorous education in the core subjects, students benefit from 1:1 technology devices and state of the art media

systems. Students also participate in art, music, physical education, library and garden programs. Students learn life skills through the use of the Toolbox Project while being supported with extensive counseling and intervention programs. After school programs that include sports for all 4th-6th grade students offer students options outside of the school day. Our small school environment and full educational curriculum allows all students to be successful and supported.

A Brief History

Originally, three separate schools served the Two Rock community. Iowa School, the first public school in Sonoma County, was established in 1852; Walker School in 1876; and Two Rock School in 1885. The three schools were unified under one school board of trustees in 1919. In 1952, the present site was chosen for the unification of these schools into one location and Two Rock Union School was built on five acres deeded to the district by the U.S. Government.

Vision Statement

It is the vision of Two Rock School that all students will be challenged and prepared for rigorous standards in an environment of equity, respect, and responsibility.

In order to realize our vision, we will:

- Build upon our community's unique diversity and establish tradition
- Guide our students to meet and exceed academic challenges, become technologically literate, physically fit, and exhibit initiative and positive social behavior
- Use data to make informed decisions that enhance learning opportunities for all students
- Develop resilient students with the ability to problem solve, collaborate, and think creatively and critically

Seeking a candidate who:

- Is an open, approachable, and visible team-builder
- Has the ability to listen, communicate, and work effectively with diverse groups
- Possesses sound financial management skills
- Works harmoniously and respectfully with the Board, community, students, staff, and parents
- Is committed to collaborative bargaining with a record of creating a positive climate in employer-employee relations
- Has experience using and implementing technology to promote learning, teaching, communication, and productivity
- Has a personal commitment to implement the District's mission statement
- Has the ability to identify, select, supervise and evaluate staff in a manner that promotes outstanding performance and high morale

Selection Process and Compensation

The Board of Trustees is offering a contract with a competitive and negotiable salary based on qualifications and experience consistent with small Sonoma County School Districts, beginning as soon as possible. Benefits include a contribution toward the following: medical, dental, and vision.

Application Procedure

The final filing deadline for applications is **July 22, 2020, at 4:30 p.m.** It is the applicant's responsibility to have all forms, materials, and letters submitted in time to meet this deadline. All material will be treated confidentially.

A completed application includes:

- A fully completed on-line Edjoin application
- A letter describing personal qualifications and interest in the position
- A resume detailing educational preparation, experience, and achievements
- Four (4) letters of recommendation (dated within the past 2 years)
- Copies of appropriate credentials

Applications must be submitted online at www.edjoin.org.

If you have specific **application questions**, please contact Susie Truelove, Human Resources Analyst at the Sonoma County Office of Education, by phone: (707) 524-2677 or by email: struelove@scoe.org.

If you have questions about the position, please contact the board's representative, John Laughlin, Associate Superintendent of Human Resources at the Sonoma County Office of Education, by phone: (707) 524-2729 or by email: jlaughlin@scoe.org.

Please do not make direct contact with members of the board as this will result in immediate disqualification of your application.

Board of Trustees

Gayleen Maas, President

John Silvestrini

Julie Jacobson

Ken Mazzetta

Kathy Wilson

Surprise Valley Joint Unified School District

Superintendent / Principal

This certificated position reports directly to the Surprise Valley Joint Unified School Board of Trustees. The primary responsibilities of the Superintendent / Principal; *Perform duties outlined in Education Code 35035, execute board policies and implement identified goals established by the SVJUSD Board of Trustee.*

Brief Description of Position: SVJUSD is located in a rural agricultural community in Modoc County California. The individual hired for this position will serve as principal for both the elementary and the high school sites. Total enrollment district wide is approximately 110 students. The district principal is responsible for the direction of the educational program; provides administrative and professional leadership in instruction and curriculum development; responsible for the implementation of the educational program and operation of the school plant; designs and implements procedures to evaluate the instructional program effectiveness; plans, develops, and carries out public and community relations programs and activities; and participates in staff and student activities and community leadership.

DUTIES AND RESPONSIBILITIES:

- Comply with policies, rules, and regulations adopted by the Board and the State Board of Education
- Efficiently and effectively manage the programs of the District
- Perform other duties and responsibilities as assigned by the Board
- Communicate with the Board regarding items that require Board ratification at the earliest opportunity
- Responsible for organizing, reorganizing, and arranging the District's administrative and supervisory staff, including but not limited to instruction and business affairs
- Responsible for all personnel matters not otherwise delegated pursuant to Board policy, including selection, assignment, and transfer of employees, subject to approve of the Board of Trustees
- Review all policies adopted by the Board of Trustees and make appropriate recommendations to the Board
- Evaluate employees as provided for by California law, collective bargaining agreement, and Board policy
- Advise the Board of all possible sources of funds which might be available to implement present or contemplated District programs.
- Establish and maintain an appropriate community relations program.

SUMMARY OF QUALIFICATIONS:

- An educational leader who is accessible, approachable, and open to input
- A collaborative leader who listens and communicates effectively with all groups; is enthusiastic and compassionate and has the highest personal ethics
- A leader who has the courage to make difficult decisions based upon what is the best for the students and the schools
- A leader who promotes positive, trusting relationships within the school community
- A leader who promotes use of technology to enhance student learning and possesses the ability to provide on-going technical support for teachers and students using computers.

SPECIFIC QUALIFICATIONS

EDUCATIONAL PROGRAM AND PLANNING

- Understands and monitors all aspects of the instructional program
- Models the skills, attributes and dedication of a master teacher and inspires the highest professional standards in others
- Organizes and implements a well-planned, effective and continuously improving instructional program
- Implements a data-driven assessment process to identify and establish appropriate District goals and objectives
- Anticipates needs and plans appropriately

BOARD OF EDUCATION RELATIONSHIP

- Supports Board policy and actions to the public and staff
- Implements Board policy and follows Board directives
- Provides timely and adequate information and agenda planning
- Promotes healthy discussions reflecting different viewpoints and strives to build consensus and mutual respect
- Inspires trust among members of the Board, staff, and community

PERSONNEL

- Recommends the best qualified candidates for employment
- Supervises and supports staff while demanding excellent performance
- Effectively identifies and utilizes the skills and abilities of staff
- Provides for the systematic, organized and effective evaluation of all staff
- Practices effective operations consistent with the law and District policies

BUSINESS AND FINANCIAL MANAGEMENT

- Actively participates in budgeting that reflects the District's educational priorities
- Evaluates needs and recommends solid fiscal budget decisions
- Oversees budget operations and frequently provides clear updates to the Board
- Includes adequate support data for each recommended budget allocation
- Commits District expenditures only after approval by the Board

TRANSPORTATION AND MAINTENANCE

- Oversees all Maintenance and Transportation operations
- Coordinates all new construction and renovations
- Reviews current and new legislation as it affects the safety, health of students and staff and construction standards for buildings

- Monitors appropriate documentation of the data management, storage and retrieval system, including files and records pertaining to inventory and expenditure control, operation processes and preventative maintenance programs
- Monitors and maintains driver's license status and records for driver's certification as required by the State of California and provides for training needs if necessary.

DISTRICT AND COMMUNITY RELATIONS

- Demonstrates visible interest in and support for District schools
- Establishes and maintains community support and respect for the School District
- Maintains positive public relations with the press and other media
- Provides active educational leadership in community life and affairs
- Works well with other districts, police and fire departments and city, county, and state agencies

PERSONAL CHARACTERISTICS

- Treats all individuals and groups fairly and equitably
- Uses consistently good judgement
- Exhibits emotional stability, poise, and dependability
- Maintains high ethical and professional standards, even under pressure

JOB RELATED CHARACTERISTICS

- Utilizes effective problem solving
- Speaks and writes effectively
- Behaves decisively
- Demonstrates creativity
- Displays continuous professional development and models lifelong learning

PHYSICAL DEMANDS

- While performing the duties of this job, the employee is regularly required to sit and talk or listen. The employee frequently is required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to walk; climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

FOUNDATION AND EXPERIENCE

- Substantial experience in the education field
- Experience in classroom teaching
- Supervisory experience
- Intern / Preliminary / Clear Administrative Services Credential

Item 7.7
2023-24 Classified Salary Schedules

Attached:

Current Kashia classified salary schedules

Current Horicon classified salary schedule

With the difficulties in finding qualified individuals to work for school districts, and since Kashia's prior salary schedule will be expiring on June 30, 2023, now is a good time to review and set rates to attract employees for all ranges of needs.

As an aside, Kashia is currently paying a Tribal employee willing to pick up and deliver school meals to Kashia weekly under the Van driver salary range.

Salary Schedule CLASS23 - Classified

HOURLY RATES

07/01/2022 - Open

	AID	CUS	FOO	MAI	VAN	VEN
1	Aide	19.00 Custodian	15.00 Food	15.00 Maintenance	19.00 Van	15.00
2	Aide	19.60 Custodian	15.50 Food	15.50 Maintenance	19.60 Van	15.50
3	Aide	20.20 Custodian	16.00 Food	16.00 Maintenance	19.60 Van	16.00
4	Aide	20.80 Custodian	16.50 Food	16.50 Maintenance	20.80 Van	16.50
5	Aide	21.40 Custodian	17.00 Food	17.00 Maintenance	21.40 Van	17.00
6						17.00

Range A Range D Range H Range A
07/01/2022

Basis .00

Pay Prd % No

Retro Enabled No

Anniversary Movement

of Columns

of Rows

0

0

Max Column

Max Row

Created PPOMPLIN, Jul 18 2022 11:40AM

Edited PPOMPLIN, Jul 18 2022 11:42AM

Selection Grouped by SalarySchedId

ESCAPE

ONLINE

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YEAR	Range A	Range B	Range C	Range D	Range E1	Range E2	Range F	Range G	Range H
1	\$ 17.10	\$ 17.26	\$ 17.42	\$ 18.81	\$ 19.52	\$ 20.82	\$ 21.93	\$ 22.80	\$ 26.56
2	\$ 18.04	\$ 18.19	\$ 18.36	\$ 19.76	\$ 20.43	\$ 21.71	\$ 23.13	\$ 24.19	\$ 27.63
3	\$ 18.95	\$ 19.09	\$ 19.27	\$ 20.71	\$ 21.08	\$ 22.37	\$ 24.12	\$ 24.66	\$ 28.71
4	\$ 19.87	\$ 20.02	\$ 20.20	\$ 21.64	\$ 22.26	\$ 23.53	\$ 25.08	\$ 25.57	\$ 29.87
5	\$ 20.81	\$ 20.96	\$ 21.13	\$ 22.61	\$ 23.16	\$ 24.46	\$ 26.00	\$ 26.52	\$ 31.05
6	\$ 21.71	\$ 21.88	\$ 22.02	\$ 23.53	\$ 24.12	\$ 25.38	\$ 26.95	\$ 27.42	\$ 32.29
7	\$ 22.66	\$ 22.81	\$ 22.96	\$ 24.49	\$ 25.00	\$ 26.31	\$ 27.91	\$ 28.38	\$ 33.58
8	\$ 23.57	\$ 23.74	\$ 23.88	\$ 25.46	\$ 25.92	\$ 27.21	\$ 28.87	\$ 29.28	\$ 34.94
9	\$ 24.17	\$ 24.33	\$ 24.49	\$ 26.40	\$ 26.81	\$ 28.11	\$ 29.81	\$ 30.23	\$ 36.34
10	\$ 24.78	\$ 24.94	\$ 25.11	\$ 27.34	\$ 27.75	\$ 29.04	\$ 30.32	\$ 31.15	\$ 37.78
13	\$ 25.38	\$ 25.56	\$ 25.72	\$ 28.04	\$ 28.45	\$ 29.76	\$ 31.07	\$ 31.94	\$ 38.74
16	\$ 26.02	\$ 26.21	\$ 26.36	\$ 28.73	\$ 29.16	\$ 30.50	\$ 31.86	\$ 32.74	\$ 39.70
19	\$ 26.68	\$ 26.85	\$ 27.05	\$ 29.46	\$ 29.89	\$ 31.28	\$ 32.65	\$ 33.53	\$ 40.70
22	\$ 27.34	\$ 27.52	\$ 27.72	\$ 30.20	\$ 30.64	\$ 32.05	\$ 33.47	\$ 34.39	\$ 41.72
25	\$ 28.04	\$ 28.22	\$ 28.41	\$ 30.95	\$ 31.41	\$ 32.85	\$ 34.32	\$ 35.24	\$ 42.75
28	\$ 28.73	\$ 28.93	\$ 29.12	\$ 31.71	\$ 32.19	\$ 33.67	\$ 35.17	\$ 36.13	\$ 43.83
31	\$ 29.46	\$ 29.66	\$ 29.85	\$ 32.66	\$ 32.99	\$ 34.52	\$ 36.04	\$ 37.02	\$ 44.92
34	\$ 30.20	\$ 30.39	\$ 30.59	\$ 33.33	\$ 33.83	\$ 35.39	\$ 36.94	\$ 37.95	\$ 46.07
	Lunch Custodian		Range A						
	Van Driver		Range A		Level II Stipend (AA) = \$1000				
	Instructional Aide		Range A		Level III Stipend (BA) = \$1500				
	Bilingual Aide		Range B		Level IV Stipend (MA) = \$2000				
	RSP Aide		Range C		Water Certification Stipend = \$1000				
	RSP 1-to-1 Aide/Custodian		Range D		Overnight Field Trip = \$100 per night				
	Food Service Worker		Range D		\$500 Stipend Years: 12 - 15 - 18 - 21 - 24 - 27 - 30 - 33				
	Food Service Clerk		Range E1		Lead Aide Stipend = \$350				
	Custodian Director		Range E1		12 Month Employee Vacation				
	Food Service Director		Range E2		12 days for 1-10 years of service				
	Library Manager		Range E2		15 days for 11-15 years of service				
	Transportation		Range F		20 days for 16-20 years of service				
	Maintenance		Range H		25 days for 21 and over years of service				
	PreSchool		Range H						

Salary Schedule MISCHR - Misc Pay Classified

HOURLY RATES

07/01/2022 - Open

	BM	C	CE	IN	MT	SE	SP
1		50.00					
2		Lang Tchr				16.25	
3	65.00					SELPA Driver	
4	Business Manager		30.00				
5		Cultural Education		30.00			
6			Intervention				25.00
7				experience maint	30.00		special projects

Basis .00

Pay Prd % No

Retro Enabled No

Anniversary Movement

of Columns 0 Max Column

of Rows 0 Max Row

Created PPOMPLIN, Jul 31 2022 10:26AM

Edited PPOMPLIN, Aug 3 2022 10:22AM

Selection Grouped by SalarySchedId

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Salary Schedule MISC PAY - Misc Pay Certificated

ANNUAL RATES

07/01/2015 - Open

A		B		C	
1	Lead Teacher	2,000.00	Master	800.00	47.50
					RSP Service

Basis .00

Pay Prd % No

Retro Enabled No

Anniversary Movement

of Columns 0

of Rows 0

Max Column

Max Row

Created DCOSTELLO46, Aug 23 2015 12:57PM

Edited PPOMPLIN, Jan 30 2020 12:01PM

Selection Grouped by SalarySchedId

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Item 7.8
Maintenance Updates

After many discussions between Anthony Macias of the Tribal Office and Quan Martin, they will be working together in order to cut and dispose of any remaining branches and “widow makers” while making sure Kashia is being respectful of Tribal land.

Kev Hewitt, local contractor, will be:

Rekeying and repairing locks for the teacherage, classroom and office
Replacing the gate latch that was bent during one of the last storms
Fixing a sink leak
Putting batteries in the outside cameras
Mounting a bathroom mirror
Mounting a key lock box in the Superintendent office so keys can be organized
Securing shelving units in the custodial closet
Mounting eye wash stations

Christopher Foy of Valley Comfort Heat & Air on campus March 30th to see about repairing the office heater which hasn’t worked all year.

To meet one of the RESIG requirements concerning AHERA and asbestos, we will be piggybacking with the vendor coming to do Horicon’s review. The service and report should be less than \$1000.

Item 7.9
SMART Board for Classroom

Attached is a copy of the quote for Horicon's SMART board from 2020 as well as the current Google search prices.

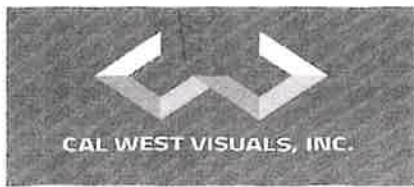
The prices have obviously gone up but no actual quotes were acquired.

Items to consider:

Timing – Horicon's SMART boards were backordered and took several months to deliver, that could mean if we order something now, it might not be delivered until summer.

Staffing for 2023-24.

Where to mount in the classroom.



Quote 1019.4

Joe Sweigart

PO Box 53571

Irvine, Ca. 92619

513.404.9354

Joseph@calwestvisual.com

EFFECTIVE FROM: January 16, 2020

Expiration: February 15, 2020

Customer Jeff McFarland
jmcfarland@horiconsd.org
Horicon Elementary School
35555 Annapolis Rd
Annapolis, CA 95412
(707) 886-5322

SALESPERSON	JOB	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	DUE DATE
Joe Sweigart	Horicon 7000	Ground	Ground with liftgate	As scheduled	As scheduled

QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
2.00	SBID-7275-V2	SMART 7275 Interactive Flat Panel (MSRP \$5,699)	\$ 4,900.00	\$ 9,800.00
2.00	PF5080F	Premier wall mount for flat panels	120.00	\$ 240.00
1.00	Liftgate	Liftgate service	100.00	\$ 100.00
			Tax (8.25%)	828.30
			Shipping	530.67
				11,498.97

Office World \$7,589
Touch Boards \$7,599
JTF \$7135
as of 3/23/2023

Item 7.10
Enrollment & Average Daily Attendance
Implications for Lapsation

Total students enrolled as of March 24, 2023 = 9 which includes SELPA student

Total current ADA as of March 24 = 6.95

(a) A school district that has been organized for more than three years shall be lapsed as provided in this article if the number of registered electors in the school district is less than six or if the average daily attendance of pupils in the school or schools maintained by the school district is less than six in kindergarten and grades 1 to 8, inclusive, or is less than 11 in grades 9 to 12, inclusive. The county board of education may defer the lapsation of the school district for one year upon adoption of a resolution approved by a majority of the members of the governing board of the school district and written concurrence of the county superintendent of schools. The county board of education shall make no more than three deferments for any school district.

(b) For a new district that has been unable to provide the school facilities necessary for instructional services by employees of the school district to all of the pupils who are residents of the school district after five years from the date that the reorganization became effective, the county committee on school district organization, upon direction from the state board, shall initiate lapsation procedures pursuant to Section 35783 or revert the reorganized district to its original status.

(c) A school district may also be lapsed when there are no school facilities or sites on which to maintain any school in the school district.

(d) A school district may also be lapsed upon adoption of a resolution approved by a majority of the members of the governing board of the school district and written concurrence of the county superintendent of schools.

Kashia School

3/25/2023

ATTENDANCE SUMMARY by Grade

Page 1

2022-2023

8/17/2022 through 3/24/2023

Grade	* Inactives:		Active:	Days		Exc		Unex		UNV	<30	ILL	SUS	TDY	UNX	EXC
	Abs	Tdy		Enrolled	Present	Abs	Tdy	Abs	Tdy							
K	0	1	126	104	8	14	0	0	10	0	8	0	0	4	0	
1	0	1	29	27	0	2	0	0	2	0	0	0	0	0	0	
3	0	2	252	213	16	23	0	0	16	0	14	0	0	7	2	
5	0	1	126	99	7	20	0	0	13	0	7	0	0	7	0	
6	0	3	378	317	22	39	0	0	27	0	17	0	0	12	5	
7	0	1	126	110	5	11	0	0	10	0	5	0	0	1	0	
School Totals:	0	9	1037	870	58	109	0	0	78	0	51	0	0	31	7	

Kashia School

3/25/2023
12:00 PM

Page 1

MONTHLY ATTENDANCE SUMMARY

Month 8 - From 2/20/2023 Through 3/17/2023

Regular Program

Grade Level	Class No.	A Tchg Days	B Enroll-ment Carried Fwd	C Gains	D Total Enroll-ment (B+C)	E Losses	F Ending Enroll-ment (D-E)	G Days Not Enroll	H Days Non-Apport Attend	I Actual Days (A+D)	J Total Apport Attend (A+D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(I-G)	M Loss at End of Last School Day	YEAR TO DATE		
															Total Apport Attendance	Days Taught	Total ADA (N/O)
K	2	15	1	0	1	0	1	0	3	15	12	0.80	80.00%	0	104	121	0.86
K	TOTAL	15	1	0	1	0	1	0	3	15	12	0.80	80.00%	0	104	121	0.86
1	2	15	1	0	1	0	1	0	1	15	14	0.93	93.33%	0	23	121	0.19
1	TOTAL	15	1	0	1	0	1	0	1	15	14	0.93	93.33%	0	23	121	0.19
3	2	15	2	0	2	0	2	0	4	30	26	1.73	86.67%	0	205	121	1.69
3	TOTAL	15	2	0	2	0	2	0	4	30	26	1.73	86.67%	0	205	121	1.69
TOTAL K-3		15	4	0	4	0	4	0	8	60	52	3.47	86.67%	0	332	121	2.74
5	2	15	1	0	1	0	1	0	5	15	10	0.67	66.67%	0	96	121	0.79
5	TOTAL	15	1	0	1	0	1	0	5	15	10	0.67	66.67%	0	96	121	0.79
6	2	15	3	0	3	0	3	0	10	45	35	2.33	77.78%	0	307	121	2.54
6	TOTAL	15	3	0	3	0	3	0	10	45	35	2.33	77.78%	0	307	121	2.54
TOTAL 4-6		15	4	0	4	0	4	0	15	60	45	3.00	75.00%	0	403	121	3.33
7	2	15	1	0	1	0	1	0	2	15	13	0.87	86.67%	0	106	121	0.88
7	TOTAL	15	1	0	1	0	1	0	2	15	13	0.87	86.67%	0	106	121	0.88
TOTAL 7-8		15	1	0	1	0	1	0	2	15	13	0.87	86.67%	0	106	121	0.88
PROGRAM		15	9	0	9	0	9	0	25	135	110	7.33	81.48%	0	841	121	6.95
REPORT		15	9	0	9	0	9	0	25	135	110	7.33	81.48%	0	841	121	6.95

Principal Signature

Date

To the best of my knowledge, the information contained on this document is accurate and complete.

Item 7.11
RESIG Inspection Findings Report

Attached please find Kashia's findings based on RESIG's inspection conducted on February 16, 2023 with Tami Bell.

The required written response will be provided no later than April 21st to RESIG.

The custodial closet should be cleaned and cleared by the board meeting.

Eye wash stations have been ordered for both the custodial closet and the classroom and will be mounted once received.

Securing shelving units is on Kevin Hewitt's list.

All outdated and unused cleaning supplies will be disposed of.

A list of supplies, starting with the custodial closet, will be made in order to obtain required MSDS sheets.

All required Plans, using the links attached as well as the examples provided by Horicon, are in the process of being prepared and will be shared with RESIG as well as the board once approved.

An AHERA inspection is in the works and will occur along with Horicon's site inspection.

All requirements will be met on or before the required June 30, 2023 deadline.



INSPECTION FINDINGS REPORT KASHIA SCHOOL DISTRICT

Prepared For:

Patti Pomplin,
CBO
Kashia School District

Prepared By:

Christine Dektor
Environmental Health and Safety Specialist
Redwood Empire Schools' Insurance Group

March 23, 2023

Please respond to this report by:

4/21/2023

SITE SAFETY INSPECTION – REPORT OF FINDINGS

I would like to thank Tami Bell for taking the time to meet with me on February 16. We toured Kashia School (31510 Skaggs Springs Rd., 95480).

Areas inspected at the sites included the kitchen and custodial closet. This year's focused inspection was a review of the following written plans: AHERA, Comprehensive Safe School, Bloodborne Pathogens, Injury and Illness Prevention, Hazard Communication, Emergency Operations Plan, and the Lockout/Tagout Plan. This letter summarizes our inspection findings.

SCOPE OF SERVICES

- Review the Environmental, Health, and Safety Questionnaire with the appropriate district representative.
- Discuss safety and risk management programs.
- Conduct a visual inspection of specific areas of the campus and analyze for potential hazards and non-compliance with applicable environmental, health and safety requirements.

FINDINGS AND DISCUSSION

This inspection revealed several hazardous conditions that present a significant risk of severe injury and require immediate corrective action at the school sites inspected. For example, chemicals, including flammable materials, in the custodial closet were not stored properly; eyewash stations were also missing in areas where chemicals are mixed. Mitigation of the items in the following tables will help reduce the possibility of injuries and bring the district into compliance with applicable Cal/OSHA, Cal/EPA, and DSA standards and requirements.

In addition, several written safety plans were reviewed, and findings have been noted in the section labeled "Survey of Written Safety Plans." Some required written plans are not available and should be developed as soon as possible to comply with requirements.

Although classrooms were not included in this inspection, regular reminders to teachers regarding the following concerns would be prudent:

- keep the quantity of flammable materials on the walls to <20%
- remove all personal cleaning supplies from the classroom or store so that they cannot be accessed by children
- do not store heavy items up high
- request that shelves and cabinets over three feet tall be secured, especially if they could fall on students or block an exit

RESIG appreciates the opportunity to assist Kashia School District in minimizing loss, maintaining compliance, and reducing risk. If you have any questions regarding the content of

this report, or if I can be of further assistance, please contact me (cdektor@resig.org; 836-0779x110).

Survey of Written Safety Plans

The school does not have an **Emergency Operations Plan**. The site does conduct regular drills. We recommend developing an Emergency Operations Plan. RESIG has a model Emergency Operations Plan that can be used as a template. Contact C. Dektor for a copy of the model EOP

The **Comprehensive Safe Schools' Plan** was updated for the 22/23 school year. The plan was reviewed by Sonoma County Sheriff and the Sea Ranch Fire Protection District. The plan does not include the following components:

- Child abuse and neglect reporting procedures
- Suspension/expulsion policies and procedure
- Procedures to notify teachers of dangerous students
- Discrimination and harassment policy that includes hate crime reporting
- Schoolwide dress code
- Procedures for safe ingress and egress

We recommend updating the plan with the components noted above.

The district does not have a written **Bloodborne Pathogens Plan**. We recommend developing a written Bloodborne Pathogens Plan. Consider using the template available through the CA [Dept. of Industrial Relations](#).

The district does not have a written **Injury and Illness Prevention Plan**. We recommend developing an Injury and Illness Prevention Plan using State Fund's IIPP Builder, which can be found at <https://statefundca.scif.com/safety/iipp>. Due to the small size of the district, there may be portions that do not apply.

The district does not have a written **Hazard Communications Plan**. We recommend developing a Hazard Communications Plan. Consider using the Cal/OSHA guide which can be found at: https://www.dir.ca.gov/dosh/dosh_publications/hazcom.pdf

Based on discussion with T. Bell, the district does not need a **Lockout/Tagout (LOTO) Plan** as all electrical work is contracted.

The district does not have a written **COVID-19 Prevention Program**. We recommend developing a COVID-19 Prevention Plan, and the recommended template is attached to the accompanying email.

The district has not submitted a **Hazardous Materials Business Plan** (HMBP) indicating the presence of large propane tanks on-site. We recommend submitting an HMBP as soon as possible; the website for submittal is <https://cers.calepa.ca.gov/>.

Based on discussion with T. Bell, the district does not need a **LockOut/TagOut** plan.

No **AHERA** Management Plan, inspections, or surveillances were available. Staff training has not been conducted recently. We recommend conducting an AHERA inspection, developing an AHERA management plan, and initiating 6-month surveillances. Copies of this information should be available at the school office. We also recommend providing appropriate annual training for staff that may interact with asbestos during the course of their work and the LEA (Local Educational Agency) designee.

FINDING	LOCATION	RECOMMENDED ACTION	STATUS
Some flammable chemicals have not been stored in an approved flammables storage cabinet.	Custodial closet	Dispose of flammables or store all such chemicals in a flammables storage cabinet. One cabinet for the school site should be adequate.	
No eyewash station immediately available.	Custodial closet, kitchen	Install and maintain hands-free eyewash stations in all areas where chemicals are mixed. Eyewash stations shall be in accessible locations that require no more than 10 seconds for the injured person to reach.	
The area is very messy and crowded.	Custodial closet	Clean up space, properly disposing of unneeded materials. Use shelving and cabinets to organize remaining items.	
SDS sheets for chemicals could not be located.	Custodial closet	Maintain copies of SDS for all chemicals in storage area and at the school office.	
Shelf is not secure.	Custodial closet	Secure shelves to prevent from toppling in an earthquake.	

LIMITATIONS

This report is an original work product. This document is confidential and for the exclusive use of the client. This report is protected by the Copyright Act, Section 17 USC, and has been prepared for the sole and exclusive use of the client.

The conclusions, opinions, and recommendations presented in this report are based solely on the information and data available to the inspector during the course of the site inspection. Factual information provided by the district, building owner, or their representative regarding the operations, conditions, maintenance and repairs, or historical information were presumed to be accurate and complete. RESIG is not responsible for the accuracy of information provided by others. The conclusions presented in this report are based upon conditions that existed at the time of the inspection. Future changes in site conditions and future information generated regarding the site, may result in a need to re-inspect the site.

Additional information that was not readily available, hidden, undiscovered, inaccessible, or are not part of the findings presented herein, may result in the modification of the conclusions and recommendations made herein.

RESIG's scope of services did not include the assessment, sampling or identification of lead based paint, asbestos containing materials or any other potentially hazardous or controlled substances.

RESIG is not a law firm, and therefore, makes no representations regarding any potential liability of any person or entity for site conditions. RESIG is not qualified to present medical advice. If any past, present or future health issues are in question, it is recommended that the findings of this report be presented to a qualified medical professional for review and evaluation.

RESIG has conducted an occupational health and safety site inspection to evaluate specific conditions at the subject property using reasonable and prudent investigative techniques. RESIG assumes no liability or responsibility for claims that may arise out of failure to identify, correct, remediate, or abate problems that may exist at the subject property.

Item 7.12
CDE Affordable Connectivity Program

Prior to sending a copy of the attached flier home with students, we are asking the board for any questions or concerns they might have on sharing this program information.



Patti Pomplin <ppomplin@horiconsd.org>

Affordable Connectivity Program

1 message

noreply@cde.ca.gov <noreply@cde.ca.gov>

Fri, Mar 24, 2023 at 9:59 AM

To: Horicon Elementary School District <ppomplin@horiconsd.org>

Dear Program Operators:

The Bipartisan Infrastructure Law, included the Affordable Connectivity Program (ACP) that provides eligible households up to \$30 a month, or \$75 a month for households living on tribal lands, toward their internet bills, as well as a one-time discount of up to \$100 to purchase a laptop, desktop computer, or tablet.

All households with a child who was approved to receive free or reduced-price school meals under the National School Lunch Program (NSLP) or the School Breakfast Program (SBP), within the last 12 months, including children who attend schools participating in the Community Eligibility Provision (CEP), are eligible for ACP benefits. **Note that every household with a child attending a school participating in the CEP is eligible for ACP benefits.** Households are also eligible if a member of a household participates in certain federal benefit programs—including, among others, Supplemental Nutrition Assistance Program, Special Supplemental Nutrition Program for Women, Infants, and Children, Medicaid, and Federal Public Housing Assistance.

Households may apply for the ACP via [GetInternet.gov](https://www.getinternet.gov) or can call 877-384-2575. NSLP and SBP households applying directly through the ACP website may need to show documentation proving their current participation in the NSLP and SBP if their eligibility cannot be confirmed with other personal identifying information. This may include presenting the household's school meals approval letter or other current official documentation.

Households with a child attending a school participating in the CEP will need documentation, such as an official, individualized letter from the CEP school stating that the student is enrolled at a CEP-participating school. The documentation must also include the student's name, the relevant school year, the name and address of the school, and school contact information. Schools are encouraged to include a unique number in the letter to enable the ACP administrator to confirm its authenticity if needed.

Local educational agencies that administer the NSLP and SBP may be well-positioned to let eligible households know about ACP. Please share this valuable resource with all eligible families and encourage them to sign up to save on their internet bills.

To support your efforts in spreading the word, please feel free to use the following resources:

- [GetInternet.gov](https://www.getinternet.gov)—a one-stop shop to learn about ACP, check eligibility, enroll, and find fully covered internet plans.
- [ACP Outreach Toolkit](#)—outreach materials from the Federal Communications Commission, including sample factsheets, flyers, PSAs, text messages, social media posts, and more.
- Outreach partners can request the pre-qualification widget to embed on their own websites by emailing ACProgram@usac.org with the subject line **ACP Widget** for technical support. In

the email, please include the web address where you plan to add the widget. The interactive widget includes questions to check eligibility and apply for ACP.

- White House [Fact Sheet](#) on the ACP and its benefits.

Resources and Contact Information

If you have any questions or need assistance regarding this subject, please contact your SNP Specialist. A list of SNP Specialists is available on the California Department of Education's SNP Specialist Directory web page. You can also email SNPinfo@cde.ca.gov to request the contact information for your assigned SNP Specialist.

Thank you.

Nutrition Services Division

California Department of Education

NSD Customer Service Survey www.cde.ca.gov/ls/nu/nsdcs.asp

Web | www.cde.ca.gov

Twitter | [@CDENutrition](https://twitter.com/CDENutrition)

Course Catalog | www.cde.ca.gov/ls/nu/ed/cnpscousecatalog.asp

-

You are currently subscribed to nsd-dmu8 as: ppomplin@horiconsd.org.

To unsubscribe click here: <https://mlist.cde.ca.gov/u?id=16584468.80c5c488523fe8fc4baa2228b043d036&n=T&l=nsd-dmu8&o=1894511>

(It may be necessary to cut and paste the above URL if the line is broken)

or send a blank email to leave-1894511-16584468.80c5c488523fe8fc4baa2228b043d036@mlist.cde.ca.gov



Affordable Connectivity Program

Helping Households Connect

The Affordable Connectivity Program is an FCC program that helps connect families and households struggling to afford internet service.

The Affordable Connectivity Program provides:

- Up to \$30/month discount for broadband service;
- Up to \$75/month discount for households on qualifying Tribal lands; and
- A one-time discount of up to \$100 for a laptop, desktop computer, or tablet purchased through a participating provider if the household contributes more than \$10 but less than \$50 toward the purchase price.

The Affordable Connectivity Program is limited to one monthly service discount and one device discount per household.

Who Is Eligible?

A household is eligible for the Affordable Connectivity Program if the household income is at or below 200% of the Federal Poverty Guidelines, or if a member of the household meets at least *one* of the criteria below:

- Received a Federal Pell Grant during the current award year;
- Meets the eligibility criteria for a participating provider's existing low-income internet program;
- Participates in one of these assistance programs:
 - SNAP
 - Medicaid
 - Federal Public Housing Assistance
 - Supplemental Security Income (SSI)
 - WIC
 - Veterans Pension or Survivor Benefits
 - or Lifeline;
- Participates in one of these assistance programs and lives on Qualifying Tribal lands:
 - Bureau of Indian Affairs General Assistance
 - Tribal TANF
 - Food Distribution Program on Indian Reservations
 - Tribal Head Start (income based)

Check out fcc.gov/ACP for a **Consumer FAQ** and other program resources.

Two-Steps to Enroll

1. Go to AffordableConnectivity.gov to submit an application or print out a mail-in application; and
2. Contact your preferred participating provider to select a plan and have the discount applied to your bill.

Some providers may have an alternative application that they will ask you to complete.

Eligible households must **both apply for the program and contact a participating provider to select a service plan.**

Call 877-384-2575

or find more information about the Affordable Connectivity Program at fcc.gov/ACP

Item 8.1
Approve 2023-24 Certificated Salary Schedule
With 6.56 % COLA

Per prior board discussion, in order to be competitive with Horicon School's salary range, the attached represents what the 2023-24 salary schedule adjustments would need to be for Kashia.

RECOMMENDATION:

Approve as presented.

Salary Schedule CERT2023 - Certificated ANNUAL RATES

07/01/2022 - Open									
	30	45	60	75	90				
1	50,094.00	51,535.00	54,219.00	57,009.00	59,913.00				
53380		54916	57776	60749	63843				
2	50,845.00	53,027.00	55,819.00	58,609.00	61,513.00				
54180		56506	59481	62454	65548				
3	51,695.00	54,565.00	57,439.00	60,309.00	63,213.00				
55086		58144	61207	64265	67360				
4	53,193.00	56,148.00	59,106.00	62,060.00	65,013.00				
56682		59831	62983	66131	69278				
5	55,263.00	57,778.00	60,816.00	63,858.00	66,901.00				
58888		61568	64806	68047	71290				
6	56,323.00	59,452.00	62,591.00	65,712.00	68,840.00				
60018		63352	66697	70023	73356				
7	57,956.00	61,176.00	64,397.00	67,618.00	70,836.00				
61758		65189	68621	72054	75483				
8	59,638.00	62,951.00	66,266.00	69,577.00	72,891.00				
63550		67081	70613	74141	77673				
9	61,369.00	64,778.00	68,185.00	71,524.00	75,003.00				
65395		69027	72658	76216	79923				
10	63,147.00	66,656.00	70,163.00	73,672.00	77,177.00				
67289		71029	74764	78505	82240				

Basis	.00	Anniversary Movement		Created	PPOMPLIN, Jul 18 2022 11:34AM
Pay Prd %	No	# of Columns	0	Max Column	PPOMPLIN, Jul 18 2022 11:36AM
Retro Enabled	No	# of Rows	0	Max Row	
Selection		Grouped by SalarySchedId		ESCAPE	ONLINE
					Page 1 of 1

STEP	BA	BA+30	BA+35	BA+40	BA+45	BA+50	BA+55	BA+60	BA+65	BA+70	BA+75	BA+80	BA+85	BA+90	BA+95
1	49134	53380	53892	54403	54916										
2	50558	54180	54953	55731	56506	57500	58490	59481							
3	52028	55086	56107	57115	58144	59164	60184	61207	62228	63245	64265	65283	66303		
4		56682	57734	58783	59831	60882	61932	62983	64031	65084	66131	67179	68229	69278	70319
5		58888	59406	60486	61568	62644	63727	64806	65885	66968	68047	69128	70207	71290	72356
6		60018	61131	62242	63352	64467	65584	66697	67805	68916	70023	71134	72246	73356	74458
7		61758	62901	64047	65189	66333	67475	68621	69764	70909	72054	73197	74341	75483	76613
8		63550	64728	65905	67081	68259	69434	70613	71789	72964	74141	75319	76496	77673	78838
9		65395	66605	67817	69027	70237	71447	72658	73844	75030	76216	77451	78689	79923	81121
10		67289	68534	69782	71029	72276	73557	74766	76011	77257	78505	79750	80993	82240	83473
11			70521	71804	73088	74368	75652	76936	78217	79499	80782	82063	83347	84629	85867
12				73886	75206	76524	77846	79164	80484	81803	83124	84440	85759	87081	88387
13					77387	78744	80101	81460	82819	84176	85535	86891	88247	89603	90949
14						81028	82423	83820	85218	86614	88015	89410	90807	92204	93587
15						83377	84812	86275	87689	89126	90565	92004	93440	94878	96300
16						85795	87272	88753	90232	91711	93192	94670	95495	97631	99095
	STIPENDS:					LONGEVITY:					OTHER: Staff Wellness = \$50 per hour (need to negotiate)				
	Masters = \$2000					YEAR 17 = +\$1000					Alternate TIC = \$75 day/ \$45 half day				
	Specialist Credential = \$1000					YEAR 20 = +\$1000					Dance = \$100 per dance up to 5				
	TIC (40 days) = \$3000					YEAR 23 = +\$1000					Clubs/Sports = Negotiable				
	AST Coordinator = \$1500					YEAR 26 = +\$1000					Extra Duty = Per Salary Calculation				
	Garden Coordinator = \$1000										Graduation Planning = \$350				
	Counseling Coordinator = \$1500										Overnight = \$200 (need to negotiate)				
											Substitute = \$210 full day, \$125 half day				

LEASE AGREEMENT

Kashia School District Teacherage

This Agreement is made by and between:

Landlord

Kashia School District

Tenant

Adriana Ruiz

Kashia School District hereby agrees to lease the two bedroom, two bathroom property located at:

31510 Skaggs Spring Road
Stewarts Point, CA 95480

The lease period shall be for the 2022-23 school year as long as Ms. Ruiz is working on behalf of the Kashia School District between March 2023 and June 2023. This contract may be renewable annually contingent on continued employment for the Kashia School District. The monthly agreed upon amount of \$800 will be Waived for the remainder of the 2022-23 school year.

Term and Conditions

1. Use of Property

The Property leased shall only be used for residential purposes. Housing inspections will be conducted. Visitors are allowed for overnight stays and are expected to be respectful of Kashia School District and it's properties.

2. Utilities

The usage of school power, water and internet are included in monthly rent. Propane will be reimbursed as necessary.

3. Furnishings

The teacherage is furnished with a refrigerator, stove, microwave, dishwasher as well as washing machine and dryer. Regular maintenance on furnishings will be covered by the School District, damages caused by the tenant shall be at her cost.

4. Acknowledgment

The parties hereby acknowledge and understand the terms herein set forth in this Agreement.

Signed on this day: _____

Kashia School District _____

Adriana Ruiz _____

Item 8.3
Kashia and SCOE Contract
Personnel Coverage for Remainder of 2022-23
And 2023-24 School Year

Attached is a copy of the MOU between Sonoma County Office of Education and Kashia School District for Superintendent/Principal/Teacher coverage approved on August 10, 2022 for the date range of August 1, 2022 through June 30, 2023.

Dan Blake and Greg Medici will update the Board with the plan for SCOE coverage through the remainder of the school year, including certificated administrator coverage for Special Education Individual Education Plan (IEP) meetings.

The Board will discuss and need to take action to accept the updated coverage plan.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SONOMA COUNTY OFFICE OF EDUCATION
AND
KASHIA ELEMENTARY SCHOOL DISTRICT
8/1/22 – 6/30/23**

This Memorandum of Understanding (“MOU”) is entered into between the Sonoma County Office of Education (“SCOE”) and the Kashia Elementary School District (“District”) with regard to the following subject matter:

- A. On or about March 26, 2015 SCOE notified the District that the District would be unable to meet its financial obligations for the balance of the 2014-2015 school year.
- B. The County Office at the same time notified the District that it was likely the District would continue to run deficits for the 2015-2016 and 2016-2017 school years.
- C. As a result of that financial situation and the Notice given to the District, SCOE assumed full Stay and Rescind Authority over decisions of the school board and District staff with respect to financial matters.
- D. The District Board voted to give notice to the then-current Superintendent of the non-renewal of her contract, with her last day as both Superintendent and as the District’s business manager to be on June 12, 2015.
- E. Thereafter, as part of SCOE’s assumption of responsibility for District’s financial matters, later in 2015 SCOE appointed Frances Johnson as superintendent/principal of the District. The superintendent/principal has performed that role since that time, providing strong management of the day-to-day business of the District and serving the interests of the District’s students well.

NOW, THEREFORE, the parties agree as follows:

1. **Term:** Kashia’s Stay & Rescind order, which expired in April 2017, released SCOE’s authority over district matters, however, Kashia’s Board of Trustees wish to continue Superintendent/Principal services provided by Mr. Tami Bell, for a period of one year beginning on August 1, 2022 and terminating on June 30, 2023 unless terminated earlier or extended as provided by the terms of this Agreement.
2. **Salary:** Superintendent/Principal shall be placed on the SCOE certificated management salary schedule.

3. **Effective Date:** This Agreement shall take effect upon the date when both a representative of SCOE and of the District/Board shall have executed it.

4. **Work Year:**

The Superintendent/Principal shall be required to render 215 workdays of full and regular service to the District during each annual period covered by this Agreement, exclusive of holidays as defined in Education Code section 37220 and 37221 **for the 2022-2023 school year**. Any paid days in excess of 215 are to be negotiated directly with the school board and under SCOE payroll audit conditions. The Superintendent/Principal shall not be entitled to vacation pay for non-work days. Both parties agree that the Superintendent/Principal is not entitled to overtime pay or compensatory time off.

5. **Charge for Superintendent/Principal's Duties:** The cost of the Superintendent/Principal's salary shall be a proper charge against the District's budget.

a. Superintendent/Principal's Duties:

i. **General Duties.** The Superintendent/Principal is employed as District Superintendent/Principal and shall perform the duties of District Superintendent/Principal as prescribed by this Agreement, the laws of the State of California, Board Policy, and the Superintendent/Principal's job description. The Superintendent/Principal shall be chief executive officer and secretary of the Board. The Superintendent/Principal shall have primary responsibility for execution of Board policy, responsibility for the duties prescribed by Education Code section 35035, and responsibility for any duties authorized by the Board pursuant to Education Code section 17604.

ii. **Personnel Matters.** The Superintendent/Principal shall have primary responsibility for all personnel matters including selection, assignment, discipline, and dismissal of district employees, subject to the approval of the Board. The Board shall refer all complaints and concerns made to individual members of the Board, or the Board as a body, for review and action by the Superintendent/Principal. the Superintendent/Principal shall have teaching responsibilities should he not secure the services of a qualified teacher.

6. General Provisions:

- a. Governing Law/Venue: This Agreement, and the rights and obligations of the parties, shall be construed and enforced in accordance with the laws of the State of California. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for Sonoma County, and in no other place.
- b. Entire Agreement: This Agreement contains the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions, and neither party has relied upon any representation, express or implied, not contained in this Agreement.
- c. Exclusivity: To the extent permitted by law, the parties agree that the employment relationship between SCOE and the District shall be governed exclusively by the provisions of this Agreement and not by Board policies, administrative regulations, or similar documents.
- d. Execution of Other Documents: The parties shall cooperate fully in the execution of any other documents and in the completion of any other acts that may be necessary or appropriate to give full force and effect to this Agreement.
- e. Execution: This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Photographic copies of such signed counterparts may be used in lieu of the originals for any purpose.
- f. Waiver: Any waiver of any breach of any term or provision of this Agreement shall be in writing and shall not be construed to be a waiver of any other breach of this Agreement.
- g. Severability: If any provision of this Agreement or its application is held invalid, the invalidity shall not affect the other provisions or applications of the Agreement that can be given effect without the invalid provisions or applications and the provisions of this Agreement are declared to be severable.

Dated: _____

Signed: _____

proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for Sonoma County, and in no other place.

- b. Entire Agreement: This Agreement contains the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions, and neither party has relied upon any representation, express or implied, not contained in this Agreement.
- c. Exclusivity: To the extent permitted by law, the parties agree that the employment relationship between SCOE and the District shall be governed exclusively by the provisions of this Agreement and not by Board policies, administrative regulations, or similar documents.
- d. Execution of Other Documents: The parties shall cooperate fully in the execution of any other documents and in the completion of any other acts that may be necessary or appropriate to give full force and effect to this Agreement.
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- f. Waiver: Any waiver of any breach of any term or provision of this Agreement shall be in writing and shall not be construed to be a waiver of any other breach of this Agreement.
- g. Severability: If any provision of this Agreement or its application is held invalid, the invalidity shall not affect the other provisions or applications of the Agreement that can be given effect without the invalid provisions or applications and the provisions of this Agreement are declared to be severable.

Dated: _____

Signed: _____

Steven D. Herrington, Ph.D.
Sonoma County Superintendent of Schools

Dated: 08/10/2022

Signed: _____

Charlene Pinola
Charlene Pinola
President, Kashia District Board of Trustees

Steven D. Herrington, Ph.D.
Sonoma County Superintendent of Schools

Dated: _____

Signed: _____

Charlene Pinola
President, Kashia District Board of Trustees